

Development Executive (UK Fundraising)
London-based, part-time

~Help save Australia's endangered wildlife from your base in London ~

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife across nearly 4 million hectares in iconic regions such as the outback deserts, the rainforests of north Queensland and the vast tropical savannas of the Kimberley and the Top End.

We are seeking an exceptional and highly motivated UK-based professional to join our Development (fundraising) team in a part time capacity. Based in London, you will work closely with Friends of AWC, a UK-based charity helping to raise funds for conservation in Australia. This role will suit a talented professional, ideally someone with a strong knowledge of and connection to Australia, who wishes to help save Australia's wildlife and great natural landscapes by mobilising philanthropic support in the UK.

Your primary responsibility will be to build and manage a portfolio of generous individuals in the UK who support AWC through tax-effective donations.

To be successful for this role you will have:

- Outstanding interpersonal skills (a winning personality!)
- Experience engaging with high net worth individuals and senior corporate and government officials is desirable.
- Exceptional communication skills including evidence of strong writing skills.
- Brilliant organisational skills including the ability to co-ordinate and manage complex events.
- A passion for saving Australia's wildlife and a strong work ethic.
- A willingness to travel to Australia and to AWC sanctuaries (up to 8 weeks per annum).

This is an exciting opportunity to be part of the ongoing growth of an innovative, successful organisation which is helping shape the future of conservation in Australia. A competitive remuneration package is available for a candidate with suitable professional, commercial or fundraising experience.

A detailed position description including critical competencies can be viewed below.

To apply: Please submit your application including a cover letter detailing your fit for the role together with your CV, (noting where you saw the advertisement), to: employment@australianwildlife.org.

Closing date for applications: 26th May 2017

Initial enquiries to: Shauna Chadlowe – Senior Development Executive – email: shauna.chadlowe@australianwildlife.org

Annexure 1 – Position Profile

Designation: Development Executive (UK Fundraising)

Reporting to: Senior Development Executive (Sydney)

The Development Executive (UK) operates as part of the Development team.

Supervises: The Development Executive (UK) may, from time to time, supervise volunteers and contractors.

Based in: London

Critical competencies/experience:

1. The ability to clearly convey an organisation's mission and inspire support for that mission amongst a wide variety of stakeholders. Experience in successfully selling a product or concept will be very highly regarded.
2. Exceptional relationship/interpersonal skills including a demonstrated ability to:
 - a. engage with high net worth individuals, senior corporate representatives and/or senior government officials, etc;
 - b. work effectively as part of a small team.
3. Excellent organisational skills, including a demonstrated ability to:
 - a. prioritise and execute a large number of tasks in an efficient manner;
 - b. successfully plan, co-ordinate and manage the delivery of complex events; and
 - c. manage a large number of relationships simultaneously.
4. Excellent writing skills, including the demonstrated ability to draft and edit effective reports and other correspondence.
5. Strong attention to detail.
6. A passion for the conservation of Australia's wildlife and habitats.
7. A strong work ethic including a willingness to work long hours and weekends as required.
8. Knowledge of current issues relating to philanthropy or the ability to readily acquire such knowledge.
9. A willingness to travel to AWC sanctuaries and major cities in Australia (up to 8 weeks per annum).
10. Experience in using standard business software packages (including Word, Outlook, Excel and PowerPoint) is essential; ability to use a database is desirable.

Qualifications:

1. Tertiary qualifications in a relevant discipline is essential.
2. A valid driver's licence.

Responsibilities:

1. Develop and implement strategies to recruit/retain donors

Key activities and responsibilities:

- Implement AWC's fundraising strategy, as part of a global fundraising team, through delivery of the following actions:
 - Ongoing engagement with a portfolio of major donors and prospects (individuals and foundations) through meetings, written proposals and reports, events, other communication, etc.
 - Effectively communicate to donors and prospects the importance and urgency of the AWC mission; the effectiveness of our business model; and recent on-ground achievements at AWC sanctuaries (this will require close integration with the AWC team in Australia).
 - Ask for donations.
 - Identify potential new major donors through:
 - Liaison with board members, existing donors, the AWC development team and the Chief Executive; and
 - Independent research and networking.
 - Co-ordinate and track your engagement/results with donors. *(KPIs will track the level and extent of your engagement with donors and the level of donation income).*
 - Ensure records are maintained as part of our development database.
 - Prepare applications for funding and project reports/acquittals.

2. Manage, and assist in the management of, of supporter events in major cities and, as required, at AWC sanctuaries

Key activities and responsibilities:

- Plan and deliver UK-based events (such as presentations, lunches, dinners, cocktail functions), designed to expand AWC's network of support in the UK by identifying and recruiting new donors.
- Promote opportunities for UK-based supporters to visit AWC sanctuaries in Australia and facilitate the attendance of supporters at such events.
- Attend and help co-ordinate delivery of sanctuary-based events, as required.
- Attend and help co-ordinate delivery of major city events in Australia, as required (presentations, cocktail parties, etc).

3. Other development responsibilities

Key activities and responsibilities:

- Participate in regular team meetings with Australian staff to ensure a consistent, global approach to fundraising.
- Assist in the delivery of other components of the development strategy, such as corporate giving and bequests.
- Contribute to the ongoing development and implementation of AWC's fundraising strategy.
 - Contribute to the periodic development and review of the strategy.
 - Develop and maintain awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations).

4. Assist with AWC's communications program

Key activities and responsibilities:

- As required, assist in the development and implementation of AWC's communications strategy especially the production of material for the UK market.

5. Administration

Key activities and responsibilities:

- Assist in the preparation of annual budgets.
- Assist in the preparation of quarterly progress reports.
- Maintain the fundraising database and files, ensuring strict confidentiality of donor information.
- Assist with general correspondence.

6. Undertake other tasks, as required.

Key activities and responsibilities:

- Manage and develop volunteers in accordance with AWC policies.
- Ensure compliance with all relevant AWC policies – eg, OH&S, finance, HR
- On request, undertake other specified tasks.