



# The Nature Conservancy

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>DIRECTOR OF PHILANTHROPY III</b>
<b>JOB FAMILY:</b>	<b>Philanthropy</b>
<b>JOB NUMBER:</b>	<b>150058</b>
<b>SALARY GRADE:</b>	<b>11</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>

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### **THE POSITION:**

As one of The Nature Conservancy's seven *wealth markets*, The Massachusetts Chapter of The Nature Conservancy seeks an experienced leader to serve as Director of Philanthropy (DoP); leading a team of 12 seasoned, collaborative and results-oriented professionals in readying the Chapter for a Massachusetts-based capital campaign in support of local, regional and international conservation priorities. The DoP reports through the global organization's *Market Lead* team (i.e., chapter philanthropy programs located in the seven wealth markets) and also serves as an active member of the Chapter's senior management team to ensure integration of priorities within the Philanthropy Program. Together with the State Director, s/he staffs two key committees of the Board of Trustees and is the primary strategist behind advancing the Chapter's network of business and philanthropic leaders within and beyond the Board. S/he leads by example and is an active fundraiser with personal responsibility for managing 25 significant donor relationships aimed at securing seven and eight-figure gifts. In close collaboration with the Deputy Director of Philanthropy (DDoP), s/he applies he/his expertise to designing a major gift program that can solidify gains achieved by developing a professional staff that has grown from 6 to 12 in the last 2 years. TNC is one year into the first three-year phase of its Campaign for a Sustainable Planet, and s/he bears the ultimate responsibility for leading the team to raise a total of \$24M during this period as well as laying the foundation for phase II of the Campaign, by building a base for future growth, orchestrating the work of professional staff and trustee leadership to this end. The Director of Philanthropy directly supervises a DDoP, to whom the balance of the fundraising team reports.

To achieve these ends, the successful candidate will have 10+ years experience in major gift fundraising, including experience leading a capital campaign. S/he will have five+ years experience staffing Board level volunteers and senior management. S/he will personally have closed seven-figure gifts. S/he will be an experienced leader with at least five years of supervisory experience.

The following additional attributes would enhance a candidate's potential for success:

- Knowledge of Boston's philanthropic community and networks of social and professional relationships within it.
- The capacity to embrace and effectively communicate the Conservancy's mission and its relevance to the environment, the economy and the health of human communities.
- Experience working for a national or global organization and within a complex, matrixed environment, and the ability to manage teams and projects virtually.
- Experience, sincere interest and pleasure in developing fundraising talent in professional staff and volunteers.

### **ESSENTIAL FUNCTIONS:**

1. Develop and communicate a broad vision for fundraising and local, regional and international conservation success by developing annual and long range strategic fundraising plans.

2. Lead a team of 12 fundraising professionals, directly supervising a Deputy Director of Philanthropy whose primary focus is the design and development of a growth-oriented major gift program. Unite the team around a common vision for success and concrete plan of action.
3. Act as lead strategist for growth in the Chapter's network of business and philanthropic relationships; support the State Director in staffing the Trustee Relations Committee of the Board, the Board task force now developing the vision for conservation and a future campaign steering committee.
4. Develop and manage the networking list for the State Director, other senior staff and Board leadership to bring *thought leaders* and other influentials into stronger relationship with the Chapter.
5. Successfully and strategically manage a portfolio of 25 significant donors and prospective donors aimed at securing 7- and 8-figure gifts; orchestrate the work of staff and lay leadership to maximize these key relationships for the long term.
6. Serve actively as a member of the Chapter's senior management team, working collaboratively with science, conservation and finance staff on Chapter initiatives and fundraising programs.
7. Serve actively as a member of the *Market Lead* team, lending time and expertise to organization-wide fundraising practice.
8. Understand and comply with all Conservancy gift-related policies and procedures and ensure ethical compliance, as defined by the Association for Fundraising Professionals.

#### **BASIC QUALIFICATIONS:**

- Bachelor's degree in marketing, communications or related field; 10 years of professional fundraising experience in major gifts and/or capital campaigns; 5 years demonstrated success supervising a major gift program.
- 5 years experience working with volunteer leadership and senior staff leadership in fundraising, including the ability to motivate, lead, and build the confidence of partners who may be less experienced in the field. Ability to foster an environment of creativity and satisfaction in the work.
- Extensive management experience including ability to motivate, lead, set objectives and manage performance of a large multi-disciplinary team. Ability to foster an environment of creativity and professional growth.
- Experience with annual and long range strategic planning, goal setting and performance management.
- Expert knowledge of current and evolving trends in major gifts giving and solicitation and capital campaigns.
- Proven success in asking for and closing 7-figure gifts and building and maintaining long-term relationships with individual and institutional donors.
- Possesses a working and effective understanding of the basics of charitable gift planning. Knowledge of more advanced gift planning concepts a plus.
- Is an outstanding communicator, with the demonstrated ability to inspire through verbal and written communications.

#### **COMPLEXITY/PROBLEM SOLVING:**

- Ability to design, implement and direct multiple projects, setting deadlines and ensuring program accountability.
- Ability to think strategically, creating competitive and breakthrough strategies and plans locally and organization-wide.
- Ability to communicate a compelling and inspired vision and sense of core purpose. Ability to inspire, motivate, and marshal resources throughout the entire organization.
- Ability to cultivate the creative ideas of others, make connections between ideas, and project potential outcomes.
- Ability to experiment to find creative solutions. Enjoys the challenge of unfamiliar opportunities.

#### **DISCRETION/LATITUDE/DECISION-MAKING:**

- Ability to make strategic decisions based on analysis, wisdom, experience and judgement.
- Maximum opportunity to act independently.
- Ability to commit the organization's actions and resources in a way that affects public image.
- Maintains confidentiality of frequently sensitive and emotionally charged information.

**RESPONSIBILITY/OVERSIGHT –FINANCIAL & SUPERVISORY:**

- Broad management and leadership responsibility for administrative, professional and volunteer staff and department, including training and professional development. Establishes clear directions and sets “stretch” objectives.
- Broad financial responsibility includes setting and meeting fundraising objectives, evaluating results and developing corrective strategies as needed.
- Develops and administers development department budget.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Superb communications and presentation skills; ability to persuasively convey the mission of TNC to diverse groups including major donors, corporate executives, board members and others who are critical to the organization’s overall prosperity.
- Ability to communicate effectively with influential people. Commands attention. Can change tactics midstream and manage group processes during presentations or discussions.
- Leverages constructive and effective relationships with development team and leaders within the organization.
- Ability to diffuse high-tension situations comfortably and maintains composure under pressure.

**WORKING CONDITIONS/PHYSICAL EFFORT:**

- Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
- Ability to work long hours and weekends. Willingness to travel frequently and on short notice.