

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 30 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission - to deliver effective conservation for all native animal species and their habitats - is achieved by:

- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** - delivering a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other.

We are seeking an exceptional and highly motivated professional to join our Development (fundraising) team. Based in Perth, the role will suit a talented early- to mid-career professional who wishes to help save Australia's wildlife and great natural landscapes by mobilising philanthropic support.

Your key responsibilities will be to build and manage a portfolio of generous individuals who support AWC through tax-deductible donations and help manage AWC's philanthropic grants program. You will also co-ordinate and host bespoke supporter events in remote locations around Australia as well as functions and events in major cities. You will require:

- Exceptional interpersonal skills (a winning personality!)
- Experience engaging with high net worth individuals and senior decision-makers in the corporate or government sector.
- Exceptional written skills and a proven ability to write compelling grant applications (or business cases, or similar).
- Excellent organisational skills including the ability to coordinate and manage complex events.
- A genuine passion for saving Australia's wildlife and a strong work ethic.
- A willingness and ability to travel to capital cities and to AWC sanctuaries for extended periods of time (three to five weeks).

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.

**Enquiries** only:

Angela Bowman – Senior Executive, Development & Grants

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**Applications** via: [australianwildlife.org/work-with-awc/careers/](https://australianwildlife.org/work-with-awc/careers/)

To submit an application, visit our careers page (linked above), select the relevant job vacancy, click 'APPLY' and follow the prompts.

Your application must include a detailed **covering letter** outlining your suitability for this role, a **copy of your CV** and a **sample of persuasive writing** that *you* have written (ie. grant application, business case, or similar).

**NOTE:** applications that do not include a cover letter will not be considered. If Shortlisted, you will be asked to complete a short grant-writing exercise in advance of your interview.

***Closing date for applications: Friday 30 October 2020***

**Please note:**

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows ongoing full-time work in Australia, in order to apply for this position. Sponsorship is not available.
2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time.
3. Any application submitted to AWC will be handled in accordance with our Privacy Policy, available at [www.australianwildlife.org/privacy](https://www.australianwildlife.org/privacy). By providing us with your contact details, your consent to receive communications and direct educational material will remain current until you advise us otherwise.

*To learn more about AWC's sanctuaries, please visit our website [www.australianwildlife.org/sanctuaries/](https://www.australianwildlife.org/sanctuaries/)*

## Position Profile

<b>Designation:</b>	<b>Development Executive</b>
<b>Reporting to:</b>	<b>Senior Development Executive</b>
<b>Supervises:</b>	<b>The Development Executive operates as part of the Development team. The Development Executive will from time-to-time supervise other staff, volunteers, contractors and casual staff.</b>
<b>Based in:</b>	<b>Subiaco, Perth WA</b>

### Organisational context:

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### Values of AWC:

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- **Respectful** – demonstrating care, recognition and integrity
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Accountable** – taking ownership of our actions and outcomes
- **Sustainable** – delivering long-term financial and ecological viability

**Critical competencies:**

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:
  - i. Engage with high net worth individuals, senior corporate representatives and/or senior government officials, etc;
  - ii. Work effectively as part of a small team or, as required, independently.
3. Excellent writing skills, including the ability write compelling grant applications that effectively match not-for-profit programs with grant-maker interests.
4. Excellent organisational skills, including a demonstrated ability to (a) prioritise and execute a large number of tasks in an efficient manner; (b) successfully plan, coordinate and manage the delivery of complex events; and (c) manage a large number of relationships simultaneously.
5. Strong attention to detail.
6. A passion for 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. Ability to travel regularly to AWC sanctuaries (for periods ranging from several days to 2-3 weeks) and major cities in Australia.
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 qualification in a relevant discipline is essential.
2. A valid drivers' license is also essential.

**Inherent requirements of the role:**

Based in AWC's Subiaco office using a computer and associated office equipment. The office is currently located on the first floor, with stairs only access.

**Responsibilities:**

1. Develop and implement strategies to recruit/retain donors
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"><li>• Implement AWC's fundraising strategy through delivery of the following actions:<ul style="list-style-type: none"><li>○ Ongoing engagement with a portfolio of major/bilby donors (<i>donors giving more than \$5K/\$1K per annum</i>) and prospects including through meetings, written proposals and reports, events, presentations, other communication, etc.</li></ul></li><li>• 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.</li><li>• Ask for donations.</li><li>• Identify potential new major/bilby donors through:</li></ul>

<ul style="list-style-type: none"> <li>○ Liaison with existing donors, AWC development team, board members and the Chief Executive; and</li> <li>○ Independent research and networking.</li> <li>● Co-ordinate and track your engagement/results with donors. (<i>KPIs will track the level and extent of your engagement with donors and the level of donation income</i>).</li> <li>● Ensure records are maintained as part of our development database.</li> </ul>
<b>2. Assist in identifying and qualifying philanthropic foundations, including writing and submitting proposals and acquittal reports</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>● Assist in identifying philanthropic foundations with links to AWC's purpose, mission and values</li> <li>● Develop effective relationships with internal stakeholders to gather information for grant applications and acquittals</li> <li>● Draft compelling grant applications which effectively match grant-makers' interests with AWC's conservation programs</li> <li>● Gather information and draft excellent acquittal reports.</li> </ul>
<b>3. Assist in the co-ordination and management of a series of supporter events across AWC sanctuaries as well as events in major cities</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>● Assist in the planning and delivery of sanctuary events and city-based events (such as presentations, lunches, dinners, cocktail functions) designed to expand AWC's network of support by identifying and recruiting new donors. You will have lead responsibility for some events.</li> <li>● Promote opportunities for supporters to visit AWC sanctuaries, and attend city-based events, and facilitate the attendance of supporters at such events.</li> <li>● Provide written reports on events as required.</li> </ul>
<b>4. Other development responsibilities</b>
<p>Key activities and responsibilities:</p> <ol style="list-style-type: none"> <li>2. Participate in regular team meetings with Development staff to ensure a consistent approach to fundraising.</li> <li>3. Assist in the delivery of other components of the development strategy.</li> <li>4. Contribute to the ongoing development and implementation of AWC's fundraising strategy, through; <ul style="list-style-type: none"> <li>○ Contributing to the periodic development and review of the strategy.</li> <li>○ Developing and maintaining awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations).</li> </ul> </li> </ol>
<b>5. Assist with AWC's communications program</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>● As required, assist in the development and implementation of AWC's communications strategy.</li> </ul>
<b>6. Administration</b>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>● Assist in the preparation of annual fundraising budgets.</li> </ul>

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

**7. Undertake other tasks, as required.**

Key activities and responsibilities:

- Manage and develop staff and volunteers in accordance with AWC policies.
- Ensure compliance with all relevant AWC policies – eg, OH&S, finance.
- On request, undertake other tasks as specified by the Senior Development Executive or Chief Development Officer.
- Champion the AWC values.