

~ Help shape the future of private sector conservation ~

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. Our core business is protecting threatened species, such as the Bilby, the Gouldian Finch and the Numbat.

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.

As the organisation enters an exciting new phase, we are seeking an engaging, highly motivated professional to join our Development (fundraising) team on a full-time or part-time basis. Based in Sydney, the role will suit a talented 'can do' professional who is keen to help build AWC's base of philanthropic support by expanding our bequest program.

This is an exciting, newly created position where you'll be delivering and growing AWC's bequest program across the continent. Reporting to the Senior Development Executive and working closely with AWC's Development team, you'll recruit and steward a significant portfolio of bequest supporters. This is a hands-on role where you'll be managing internal processes as well as regular one-on-one engagement with supporters. If you have exceptional integrity, high level strategic skills and a bright and engaging personality, together with a passion for conserving Australia's wildlife then we'd love to hear from you.

To be successful in this role you'll have:

- Exceptional emotional intelligence, influencing and interpersonal skills.
- Outstanding communication skills including strong listening, verbal and written skills: a natural aptitude for conveying complex information in a clear and compelling way.
- A strong background in strategy development and a track record establishing solid relationships - such as experience delivering a similar role with a not-for-profit organisation, or success in quality sales of non-tangibles to individuals or corporates.
- Discretion and the ability to deal sensitively with people and personal information.
- Exceptional presentation skills and the ability to engage a wide range of audiences.

- Experience gained from organising and running events would be an advantage.
- A willingness to travel to capital cities and to AWC sanctuaries.

If you feel comfortable engaging with people from all walks of life and feel motivated to help to shape the future of conservation in Australia, and you have the skills we're looking for, then please apply.

A detailed position description can be viewed below or at: australianwildlife.org/work-with-awc/careers/

Enquiries to:

Sarah McKenna, Senior Development Executive | Sarah.McKenna@australianwildlife.org

Applications via: 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 CV and covering letter, briefly addressing your experience, critical competencies, and interest in the role. Applications that do not meet these requirements will not be accepted.

Closing date for applications: Monday 30 November 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. 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/

Annexure 1 – Position Profile

Designation:	Bequest Manager
Reporting to:	Senior Development Executive, Sydney The Bequest Manager operates as part of the Development team.
Supervises:	The Bequest Manager may, from time to time, supervise additional staff, volunteers and contractors.
Based in:	Sydney NSW
Position type:	Full-time or Part-time. Some after- hours work and travel will be required.

Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia. We protect endangered wildlife at 30 locations which we own or manage in collaborative partnerships. AWC's involvement covers 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.

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The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other under a model called *OneAWC*. *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'.

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AWC values:

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:

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

Critical competencies/experience:

1. A passionate interest in the conservation of Australia's wildlife and habitats.
2. Strong strategic skills with a track record establishing solid relationships - such as experience delivering a similar bequest or fundraising role with a not-for-profit organisation, or success in quality sales of non-tangibles to individuals or corporates.
3. Exceptional communication/influencing/relationship skills including:
 - a. Strong listening skills and a demonstrated ability to build rapport, engage with a broad range of people and establish solid relationships
 - b. The ability to clearly convey an organisation's mission and inspire support for that mission amongst a wide variety of stakeholders. Successful sales experience will be highly regarded.
 - c. Demonstrated ability to deal sensitively with people and personal information.
 - d. Demonstrated experience delivering presentations and engaging groups.
4. Excellent organisational skills, including a demonstrated ability to:
 - a. Prioritise and execute a large number of tasks in an efficient manner; and
 - b. Manage a large number of relationships simultaneously.
 - c. Successfully plan, co-ordinate and manage the delivery of events.
5. Strong written skills, including the demonstrated ability to draft effective correspondence.
6. Meticulous attention to detail.
7. A strong work ethic including a willingness to occasionally work outside of business hours and weekends.
8. Knowledge of current issues relating to philanthropy or the ability to readily acquire such knowledge.
9. Demonstrated ability to act as part of a team or, as required, independently.

10. A willingness to travel to AWC sanctuaries and major cities in Australia.
11. Broad experience in using databases/Customer Relationship Management systems and standard business software packages (including Word, Outlook, Excel and PowerPoint).

Essential qualifications:

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

Responsibilities:

<p>1. Assist with the ongoing development and implementation of AWC's bequest strategy</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Working closely with the Senior Development Executive and other members of the development team, lead the ongoing development of AWC's bequest strategy. • Implement processes to promote the delivery of AWC's bequest strategy across the organisation. • Provide ongoing support to the Development team to improve stewardship of Bequest Prospects
<p>2. Assist with the implementation of new and existing initiatives to recruit/retain bequest donors</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Ongoing engagement and relationship management with a portfolio of existing supporters, confirmed bequestors and potential bequest prospects, by conducting meetings and visitations, written and telephone communications, events, other communications, etc. • Grow the current portfolio of bequest donors and identify potential new bequest prospects through: <ul style="list-style-type: none"> ○ Liaison with the Senior Development Executive, Chief Development Officer, Development team and existing donors; and ○ Independent research and networking. • Steward supporters and bequest enquirers to become confirmed bequestors. • Ensure a highly personalised program for bequest donors, as required. • Effectively communicate the importance and urgency of the AWC mission and the effectiveness of our business model. • Deliver public presentations to promote AWC's bequest program as appropriate. • Co-ordinate and track your engagement/results with donors and bequestors. <i>(KPIs will track the level and extent of your engagement with donors and the level of donation income).</i> • Ensure records are maintained as part of our development database. • Liaise with solicitors and key stakeholders to provide bequest information and, as required, ensure the efficient administration of wills and estates.
<p>3. Coordinate and manage, or assist in the co-ordination and management of, supporter events in major cities and, as required, at AWC sanctuaries</p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Identify opportunities (such as presentations, lunches, dinners, cocktail functions) for expanding AWC's network of bequest donors.

<ul style="list-style-type: none"> • Assist in the planning, co-ordination and delivery of major city-based events (presentations, cocktail functions, etc), aimed at expanding AWC's network of bequest donors. • Attend and help co-ordinate the logistics and delivery of sanctuary-based events as required. • Help promote attendance by existing and potential donors at sanctuary events and other AWC events.
4. Administration
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Maintain the fundraising database and files, ensuring strict confidentiality of donor information. • Maintain records for Wills received as required. • Collaborate with AWC's Estate Administrator regarding all Estate Executor and legal practitioner communications, enquiries and administrative requirements. • Assist with general correspondence. • Produce concise and accurate reports within required timeframes. • Assist in the preparation of annual budgets. • Assist in the preparation of quarterly progress reports.
5. Assist with AWC's communications program
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • As required, assist in the development and implementation of AWC's communications strategy and materials, with a particular focus on engagement with bequest donors.
6. Other development responsibilities
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Contribute to the ongoing development and implementation of AWC's fundraising strategy. <ul style="list-style-type: none"> ○ Contribute to the periodic development and review of the strategy. ○ Develop and maintain awareness of philanthropic issues, trends, policies and legal requirements (e.g. tax deductibility of gifts in wills). • Provide internal training on existing and new initiatives, processes and skills as required. • Promote AWC's mission and values amongst AWC staff, partners and stakeholders.
7. Undertake other tasks, as required.
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> • Manage and develop staff and volunteers in accordance with AWC policies when required. • Ensure compliance with all relevant AWC policies – eg, OH&S, finance, HR • On request, undertake other specified tasks.