

## **Position Profiles: Senior Development Executive & Development Executive - Sydney**

### **About us**

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting threatened wildlife across a vast 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. AWC is transforming conservation on the ground by deploying a practical, science-based model for conservation - one that is successfully halting the decline of Australia's threatened wildlife and *restoring* our unique biodiversity. With 1800 animals and plants now threatened with extinction there is a real urgency to do more. We have ambitious plans to secure the future of Australia's biodiversity and we are now expanding our fundraising team to help us achieve our vision.

### **About the roles**

We are seeking two skilled, highly motivated professionals to join our growing team, including a Development Executive and a Senior Development Executive. Based in Sydney, these two fast-paced roles will suit talented early-career and mid-career professionals keen to make a positive impact on the future of Australia's threatened wildlife by mobilising philanthropic support, primarily from generous individuals. You'll be joining an extremely talented team of Development executives who are committed to raising funds to achieve great outcomes for conservation.

This is an incredibly exciting, fun and dynamic role – no two days are ever the same! Your key responsibilities include recruiting, building and stewarding an impressive portfolio of supporters, writing winning philanthropic grant applications, delivering a program of city-based functions as part of AWC's 30 year celebrations, and organizing bespoke supporter events in some of the wildest places on the continent.

### **About you**

You are a consummate networker with a passion for saving Australia's wildlife and a love for the great outdoors. To succeed in this role you will also need:

- Exceptional interpersonal skills (a winning personality!).
- Experience engaging with high net worth individuals and with senior decision-makers in the corporate or government sector.
- Exceptional written skills and a proven ability to write compelling grant applications, persuasive business cases and letters.
- Outstanding presentation skills and a natural ability to inspire audiences of 1 to 100 – in person, on the phone or via zoom.
- Excellent organisational skills, including managing complex events, juggling multiple priorities and meeting tight deadlines.
- A willingness and ability to travel to capital cities and to AWC sanctuaries for extended periods.

This is an exciting opportunity to be part of a growing, innovative and extremely successful organisation that is playing a key role in shaping the future of conservation in Australia. A competitive remuneration package commensurate with experience is available for each candidate with suitable professional, commercial or fundraising experience.

**Enquiries** only:

Sarah McKenna – Senior Development Executive

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**Applications** via: [australianwildlife.org/work-with-awc/careers/](http://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 and addressing the key selection criteria, 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 prepare a short presentation in advance of your interview.

***Closing date for applications: Sunday 31 January 2021***

**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](http://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/](http://www.australianwildlife.org/sanctuaries/)*

**Annexure 1 – Position Profile**

<b>Designation:</b>	<b>Senior Development Executive &amp; Development Executive (Fundraising)</b>
<b>Reporting to:</b>	<b>Chief Development Officer or Senior Development Executive</b>
<b>Supervises:</b>	<b>Up to 2-3 staff (depending on experience) and may, from time to time, supervise additional staff, volunteers and contractors.</b>
<b>Based in:</b>	<b>Sydney</b>

**Critical competencies/experience:**

1. Exceptional relationship/interpersonal skills including:
  - a. A demonstrated ability to engage with high net worth individuals, senior corporate representatives and/or senior government officials, etc.
  - b. 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.
  - c. A natural ability to deliver highly engaging presentations to audiences large and small.
2. 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.
3. Outstanding written skills, including a demonstrated ability to draft and edit compelling grants, effective reports, persuasive letters and other correspondence.
4. Ability to successfully plan, co-ordinate and manage the delivery of complex functions and events.
5. Strong analytical skills and exceptional attention to detail.
6. A passion for the conservation of Australia's wildlife and habitats.
7. A strong work ethic and a 'can do' attitude, including a willingness and ability (or capacity) to work flexibly as required to meet the needs of the organisation.
8. Demonstrated ability to act as part of a team or, as required, independently.
9. A willingness to travel to major cities and AWC sanctuaries for extended periods.
10. Experience in using standard business software packages (including Word, Outlook, Excel and PowerPoint) is essential.
11. Knowledge of current issues relating to philanthropy or the ability to readily acquire such knowledge.

**Essential qualifications:**

1. A university degree in a relevant discipline is essential.
2. A valid driver's license.

**Responsibilities:**

<p><b>1. Develop and implement strategies to recruit and retain individual donors</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Outstanding personal stewardship and ongoing engagement with a portfolio of major donors and prospects (individuals and foundations) including through meetings, written proposals and reports, events, other communication, etc.</li> <li>• Identify and recruit potential new major donors through: <ul style="list-style-type: none"> <li>○ Networking and liaison with existing donors and prospects, board members, AWC development team and Chief Executive;</li> <li>○ Organising and delivering presentations to interest groups; and</li> <li>○ Independent research and networking.</li> </ul> </li> <li>• Effectively communicate the importance and urgency of the AWC mission and the effectiveness of our business model.</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>
<p><b>2. Assist with the development and implementation of AWC's fundraising strategy</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Prepare applications for funding and project proposals as well as reports/acquittals.</li> <li>• Contribute to the ongoing development and implementation of AWC's fundraising strategy.</li> <li>• Assist with the implementation of AWC's bequest strategy.</li> <li>• Identify and implement strategies to win corporate support and manage existing partnerships.</li> <li>• Develop and maintain awareness of philanthropic issues, trends, policies and significant legal requirements (e.g. tax deductibility of donations).</li> </ul>
<p><b>3. Assist in the co-ordination and management of supporter events at AWC sanctuaries and in major cities</b></p>
<p>Key activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Assist in the planning, co-ordination and management of sanctuary-based events in partnership with other development staff as well as operations and science staff. This involves promoting events to our support base and, as required, coordinating complex logistical matters (developing event schedules, coordinating helicopters and charter aircraft, establishment of remote camps, planning for supplies, etc).</li> <li>• Attend and help co-ordinate delivery of sanctuary-based events.</li> <li>• Attend and help co-ordinate delivery of city-based functions (lunches, cocktail parties, etc).</li> <li>• Help promote attendance by existing and potential donors at sanctuary events and functions.</li> </ul>

<b>4. Assist with AWC's communications program</b>
Key activities and responsibilities: <ul style="list-style-type: none"><li>• As required, assist in the development and implementation of AWC's communications strategy.</li><li>• Write compelling emails, letters, cards and messages to supporters and prospects.</li></ul>
<b>5. Administration</b>
Key activities and responsibilities: <ul style="list-style-type: none"><li>• Assist in the preparation of annual budgets.</li><li>• Assist in the preparation of quarterly progress reports.</li><li>• Maintain the fundraising database and files, ensuring strict confidentiality of donor information.</li><li>• Assist with general correspondence.</li></ul>
<b>6. Undertake other tasks, as required.</b>
Key activities and responsibilities: <ul style="list-style-type: none"><li>• Manage and develop staff and volunteers in accordance with AWC policies.</li><li>• Ensure compliance with all relevant AWC policies – eg, OH&amp;S, finance.</li><li>• On request, undertake other specified tasks.</li></ul>