

National Development Officer, United States

Location: United States – New York area preferred, other US locations considered

Reporting to: Board Chair, AWC US
Functional Reporting Line: Chief Development Officer – AWC Australia

Global Organizational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner and manager of land for conservation in Australia, protecting endangered wildlife across 31 sanctuaries in which they own or manage in partnership, spanning more than 31.8 million acres 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.

AWC United States (AWC US):

AWC US is a US-based non-profit organization dedicated to the conservation of Australia's unique wildlife and wild places. AWC US supports Australian organizations, like Australian Wildlife Conservancy, that have a track record of conservation success and focus on practical, on-ground action, world-class science and measurable results. AWC US is registered as a 501(c)(3) charity and all donations are tax deductible in the United States.

Primary Accountability:

- Working with the AWC US Board, and as part of the AWC Development Team, shape the future direction of AWC US, including curating messaging specific to the US audience.
- Develop and implement US fundraising and income generation strategy.
- Represent AWC US as an ambassador in a knowledgeable and professional manner, including at external events, conferences, presentations, networking functions.
- Manage and deepen the organisation's relationships with key funders and stakeholders and develop new relationships with high-net worth individuals, corporates, foundations, grant funders and others.
- Organise and manage all AWC US functions and fund-raising events.
- Manage online presence – including AWC US website and the enews subscriber list.
- Ensure AWC US is adhering to current best practice, the fundraising and regulatory guidance and taxation requirements.

Critical competencies/experience:

1. Demonstrated professional fundraising expertise.
2. 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 organization's mission and vision, 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.
3. Excellent organizational skills, including a demonstrated ability to:
 - a. Prioritize and execute a large number of tasks in an efficient manner; and
 - b. Manage a large number of relationships simultaneously.
 4. Outstanding written skills, including a demonstrated ability to draft and edit compelling grants, effective reports, persuasive letters and other correspondence.
 5. Ability to successfully plan, co-ordinate and manage the delivery of complex functions and events.
 6. Strong analytical skills and exceptional attention to detail.
 7. A passion for the conservation of Australia's wildlife and habitats.
 8. 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.
 9. Demonstrated ability to act as part of a team or, as required, independently.
 10. A willingness to travel throughout the US and to travel to Australia to visit AWC office and sanctuaries, for both professional development and donor engagement.
 11. Proficiency in using standard business software packages (including Word, Outlook, Excel and PowerPoint) is essential.
 12. Knowledge of current issues relating to philanthropy or the ability to readily acquire such knowledge.

Essential qualifications:

A tertiary qualification in a relevant discipline (for example in Marketing, Engagement, Business Development, or in Conservation, Ecology, Zoology)

Additional Role Details:

The successful applicant is a motivated, self-starter who works well independently and collaborates well as part of a distributed global team. The applicant is the only hire located in the US, with US based directors located in New York and LA. The role is expected to be full-time and ability to work from a home office is preferred.

Enquiries about the position can be submitted in writing to:

AWC Chief Development Officer: Amy House amy.house@australianwildlife.org

AWC US Board Chair: Nick Butcher nick.butcher@australianwildlife.org