

Job Description

Job Title: Donor Relations Manager, Hawaii Program
Job ID: 12745
Location: Hawaii
Full/Part Time: Full-Time
Regular/Temporary: Regular

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OFFICE LOCATION

Honolulu, Oahu, Hawaii

ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

ESSENTIAL FUNCTIONS

The person in this position will divide their time between these two areas of responsibility:

Planned Giving: Responsible for the creation and implementation of strategies for the ongoing identification, cultivation and solicitation of donors capable of making deferred/planned gifts. A majority of time will be devoted to growing TNC Hawaii's planned giving program by meeting with longtime donors, donor prospects and existing planned giving donors living in the main Hawaiian Islands to cultivate relationships and discuss including TNC Hawai'i in their estate plans. Making a high volume of calls to set up face-to-face meetings is essential. Warm, friendly personality and outstanding donor/customer service skills over the phone and in person are a must.

Major Gifts: Responsible for identifying, cultivating, soliciting donors capable of making major gifts to TNC Hawai'i. This person will be responsible for developing a portfolio of major donors and major donor prospects capable of making outright gifts, as well as identifying major donor prospects for the portfolios of senior fundraisers on staff. Conducts initial exploratory meetings with donors and prospects to determine capacity for major gifts.

Works on a variety of activities that may include providing program information to prospects and drafting routine correspondence and acknowledgments. Uses TNC's fundraising management system (FMS) to update donor information, produce reports, perform analysis and track and cultivate donors. Works with philanthropy team to cultivate and solicit donors through meetings, trips, events, etc. May supervise other fundraisers or operations staff.

Asks for and closes outright gifts of \$1,000 - \$25,000 or more. May have an annual fundraising target of \$300,000, as well as annual goals for new planned gifts the number of face-to-face meetings with planned giving and outright donor prospects.

BASIC QUALIFICATIONS

- Bachelor's degree and 4-6 years relevant work experience.
- Experience building relationships with customers, donors, volunteers and all levels of management and staff.
- Experience using written and oral communications, negotiating and organizational skills.
- Experience, coursework, or other training in current trends in charitable giving in the areas of capital campaigns, major gifts or planned giving.

- Experience in managing and tracking multiple prospects and donors.

ADDITIONAL JOB INFORMATION

- Bachelor's degree and 4-6 years of related experience in fundraising, gift planning, business, law, sales or equivalent combination of related experience. Previous experience in major gift fundraising and gift planning a plus.
- Must be an independent worker, responsible, dependable, self-motivated with the ability to participate effectively in a team environment and work well with a variety of others.
- Major gifts or other direct fundraising experience.
- Prefer candidates with planned giving training to include a working knowledge of bequests, gift annuities, charitable trusts, life insurance gifts and other gifts to support discussions with donors and prospects, but will train a candidate with the right experience and aptitude.
- Demonstrated experience using effective interpersonal skills, listening, diplomacy and tact to build strong relationships with donors, volunteers, and all levels of management and staff.
- Well-developed written and oral communication, negotiating and organizational skills.
- Working knowledge of current trends in charitable giving, particularly in the areas of capital campaigns, major gifts and planned giving. Working knowledge or willingness and ability to learn the basics of charitable gift planning.
- Ability to use existing technology to achieve desired results.
- Successful experience in managing, and tracking, multiple prospects and donors.
- Understanding of and experience with Hawaii's various cultural and local communities preferred.

HOW TO APPLY

To apply please complete an online application by 5:00pm (HST) January 14, 2011 at www.nature.org/careers and upload as one document, a resume and cover letter that articulates clearly how you meet each of the 6 basic qualifications listed.

Failure to complete all of the required fields may result in your application being disqualified from consideration. The information entered in the education and work experience sections are auto screened by the system based on the basic qualifications of the position.

You must click submit to apply for the position. Click save if you want to be able to return to your application and submit it later. Once submitted, applications cannot be revised or edited.

EOE STATEMENT

The Nature Conservancy is an Equal Opportunity Employer.

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