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**Philanthropy Manager**

***Durham, North Carolina***

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, practical solutions to our world's toughest environmental challenges so that nature and people thrive together. We are tackling climate change regionally, nationally and globally: conserving land to protect wildlife habitats and biodiversity; protecting water quality in rivers, streams and lakes; and applying research and nature-based solutions to protect our oceans and coastlines at unprecedented scale. Among our core values is commitment to diversity. We strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use collaborative approaches to problem solving that engage local communities, governments, the private sector, and other partners. To learn more, visit [www.nature.org](http://www.nature.org) or follow @nature\_press on Twitter.

**YOUR POSITION WITH TNC**

The Philanthropy Manager helps manage, as well as implements and provides, a wide range of fundraising office operations functions, from data entry to prospect research through donor outreach, that support achievement of the philanthropy program’s financial goals. The Philanthropy Manager will have diverse operations responsibilities and priorities, as well as manage a select pool of annual donors. Reporting to the Director of Philanthropy, this role coordinates closely with the entire fundraising team to achieve multiple program goals.

The Philanthropy Manager will assist the Director of Philanthropy in meeting the strategic priorities and financial goals set by the North Carolina chapter, with special focus on $1M - $1.2M in annual unrestricted donor support. The Philanthropy Manager will be responsible for the efficient organization and smooth implementation of philanthropy office operations. The Philanthropy Manager will provide administrative support in the form of preparing and planning department meeting agendas, maintaining meeting notes, organizing program files and records management and maintaining up-to-date budget and expense reports. This position will work closely with, share tasks and be cross-functionally trained to provide gift and data entry, gift batch review and entry, and gift and database system analyses and reports. This role will participate in planning and executing functions and systems that support the timely acknowledgement, renewal, stewardship, tracking and reporting of donor gifts. This Philanthropy Manager position will conduct prospect research and prepare briefings and profiles, as well as assist in prospect development, portfolio management and review. The Philanthropy Manager will assist the Director in planning and preparing program data analyses and reports to the chapter’s management and board of directors. This position will field donor calls and requests for program information. The Philanthropy Manager will manage a portfolio of middle-level donors, with responsibility for cultivation, solicitation and stewardship of this group. The Philanthropy Manager will take on additional duties as needed to support the team, which may include but are not limited to, event staffing, donor thank you calls, and working on teams and/or individually to improve processes and systems.

**ESSENTIAL FUNCTIONS**

The Philanthropy Manager helps manage, as well as implements and provides, a wide range of fundraising office operations functions, from data entry to prospect research through donor outreach, that support achievement of the philanthropy program’s financial goals at a high level. The Philanthropy Manager will have diverse operations responsibilities and priorities, as well as manage a select pool of annual donors. Reporting to the Director of Philanthropy, this role coordinates closely with the entire fundraising team to achieve multiple program goals.

* Office operations organization: Manages and improves shared files and resources for the benefit of the entire team.
* Provides gift and data entry, data analyses and reports, and budget and expense planning and tracking. Becomes expert in and directly inputs gift and financial data that allow the program to both track and project fundraising financial and activity performance. Analyzes, manipulates and prepares data to inform decision-making. Becomes a subject matter expert on organizational policy, helping to ensure that all financial and record-keeping activities are consistent with Standard Operating Procedures.
* Middle level donor management and outreach, and annual fund-type fundraising outreach support. Manages a portfolio of approximately 100 donors and prospects and provides extensive back-up and support to the chapter’s annual renewal program. These programs contribute directly to achieving a goal of $1M - $1.2M annually in unrestricted operations support. Serves as the lead chapter customer service representative for phone and email inquiries about how to make a gift, as well as handles and resolves the occasional donor issue or complaint. Assists the department in acknowledging donations, as a function of the gift entry process, as well as through direct donor communications and outreach (i.e., thank you calls and meetings with donors).
* Prospect research: Conducts research using Lexis/Nexis, Foundation Center, IRS Form 990s and other research tools to inform fundraising and increase the size of the chapter’s major gifts donor pool. Prepares reports and briefings for fundraising events and meetings. Maintains accurate, updated, confidential records and information. Assists in planning and completing donor portfolio reviews.

**RESPONSIBILITIES & SCOPE**

* Accountability for strategic and financial goals related to fundraising, especially annual unrestricted operations support.
* Act independently and in supervisor’s stead as needed, exercise independent judgment to identify and solve problems.
* Decisions may bind the organization financially or legally.
* Demonstrate sensitivity in handling confidential information.
* Develop and implement new initiatives that will ensure department and organization-wide goals and strategies are achieved.
* Ensure programmatic commitments, TNC policies and procedures, financial standards, and legal requirements are met and managed for compliance.
* Financial responsibility includes assisting with the development of a budget, working within a budget, and negotiating and contracting with vendors.
* Manage and implement multiple projects, setting deadlines and ensuring accountability.
* May manage or participate in complex negotiations.
* May supervise one or more administrative or professional staff, volunteers or interns; responsibility includes training and professional development.
* Travel occasionally, work flexible hours as needed.
* Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree and 5 years related experience or equivalent combination.
* Experience with fundraising / Blackbaud CRM databases; skilled in manipulating and analyzing database reports.
* Experience managing and implementing multiple projects.
* Experience managing gift renewal, gift acknowledgements and donor relations services; excellent communications skills required.
* Experience supervising staff, interns, and/or volunteers.
* Experience with current and evolving fundraising and office operations software and technology.
* Experience working with cross-functional teams.
* Experience, coursework, or other training in principles and practices of fundraising.

**DESIRED QUALIFICATIONS**

* Knowledge of current and evolving trends in non-profit environment in special events management, prospect research and donor relations.
* Advanced knowledge in current and evolving technology related to fundraising.
* Proficient in interpreting guidelines and manipulating, analyzing, and interpreting data.
* Strong organization, planning, and problem-solving skills.
* Successful experience implementing strategic program goals.
* Understanding of accounting practices.
* Demonstrated ability to conceive and write effectively for various audiences.
* Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.
* Ability to manage and implement complex processes.
* Ability to work in partnership with others in a collaborative role.

**ORGANIZATIONAL COMPETENCIES**

* Builds Relationships: Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
* Collaboration & Teamwork: Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
* Communicates Authentically: Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
* Develops Others: Takes ownership to help develop others’ skills, behaviors, and mindsets to help them maximize their workplace contributions.
* Drives for Results: Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
* Leverages Difference: Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
* Systems Leadership: Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one’s own thinking or patterns of behavior may be limiting change.

**To Apply**

The Nature Conservancy – North Carolina has retained Capital Development Services to assist with professional recruitment. Candidates should include a cover letter, a resume, and a list of three references. All material will be confidential. Additional inquiries may be directed to Capital Development Services, 336-747-0133 x 208.

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*