



Director of Development
Washington, D.C.

ABOUT NATIONAL WILDLIFE REFUGE ASSOCIATION

The National Wildlife Refuge Association works to protect America's wildlife heritage by bringing a unique perspective and creative strategies to conservation. The Refuge Association has created a powerful recipe for success by leveraging the world's largest wildlife conservation program- the U.S. Fish and Wildlife Service's 850-million acre National Wildlife Refuge System - and engaging other conservation nonprofits, private landowners, refuge Friends groups and other constituency groups in protecting wildlife and habitat. A small and efficient organization, the Refuge Association has a two million dollar annual operating budget supporting our programs for wildlife conservation.

Mission

To conserve America's wildlife heritage for future generations through strategic programs that protect and enhance the National Wildlife Refuge System and the landscapes beyond its boundaries. By combining policy, landscape-scale conservation efforts, grassroots development, and public education, the Refuge Association works to strengthen the ecological integrity of our national wildlife refuges, maintaining the diversity of American wildlife and plants for the future.

Main Objectives

- **Engaging the public- Mobilizing citizens in support of wildlife-** Build a comprehensive grassroots network that emphasizes the "big ten" that wildlife refuges offer. This includes engaging refuge Friends groups, sportsmen, ranchers, students, urban dwellers, and fellow NGOs throughout the country that will lend their hands and voices to support refuges and wildlife conservation on the local, regional, and national levels.
- **Conservation Advocacy- Giving wildlife a voice-** Advocate for conservation by working with decision-makers to ensure the strength, integrity, and vitality of the Refuge System, the U.S. Fish and Wildlife Service and other conservation programs.
- **Conservation Programs- Protecting wildlife beyond the boundaries-** Engage multiple government agencies, private landowners and conservation groups in collaborative efforts to safeguard vital refuge buffer zones and wildlife corridors.

To learn more, visit www.refugeassociation.org.

POSITION SUMMARY

The Refuge Association's current funding comes from individual donors (60%) and foundation and government grants (40%). Building on this base, the Director of Development will work with the

President, other Refuge Association Staff and the Board of Directors to increase individual giving and build a vibrant major donor program. The Director of Development will be based at the Refuge Association's Headquarters in Washington, D.C., and report directly to the President.

Fundraising is key to the Refuge Association's achievement of its programmatic goals. The Director of Development will update and implement a targeted, strategic fundraising plan to include cultivation, solicitation, and stewardship of major donors and will provide guidance and coordination with Program Staff on foundation requests to meet planned revenue benchmarks. The Director of Development will partner with Staff to create and maintain strong communication channels to potential and existing donors with the goal of dramatically increasing the organization's base of support. Refuge Association Staff, Board of Directors, and the President will look to the

Director of Development for proactive leadership of fundraising efforts, managing the direction, planning, and execution of all major and individual giving related activities. The Director will coordinate with the COO and other senior staff to ensure that fund development efforts are consistent with the organization's financial needs and program objectives.

The early stages of building an enhanced development program will require a flexible approach to action and scaling efforts. Innovative thinking, entrepreneurial gusto and a passion for wildlife conservation accomplished through the Refuge Association's partnership with the U.S. Fish and Wildlife Service will be essential to success.

The Director of Development will play important internal and external roles, as first and foremost the chief fundraiser, but also as a spokesperson and advocate of the Refuge Association. This is an opportunity to build a development program and a donor base, establishing effective, best practice systems and procedures along the way. In addition to building relationships with prospective donors, the Director of Development will partner closely with the Board to enhance their roles in fund development.

This is a very hands-on position. The Director of Development will focus on donor cultivation and relationship building strategy, developing and managing a portfolio of high capacity donors from individual and family foundation funding sources for the benefit of the Refuge Association. The Director will also effectively support the President and other Staff in cultivating, soliciting and stewarding donors. He/She will identify and utilize resources including ambassadors, volunteers, committees, and all forms of media to mobilize and maximize fundraising efforts.

PRIMARY RESPONSIBILITIES

Strategy Development

Comprehensive fundraising plans to meet program goals will be developed in collaboration with the President, Chief Operating Officer and appropriate Board Committees. Building on the momentum of success surrounding recent fundraising events, the Director of Development will proactively pursue funding, heighten awareness, and build support by implementing proven development strategies to expand and diversify the donor base. Keeping the mission in mind, he/she will move the work forward without getting caught up in procedures and processes that are not yet in place. Determining the best way to involve the Board and volunteers and how best to incorporate donor cultivation events should be part of the strategy.

Build Relationships Internally and Externally

A key success factor in this role will be to establish effective communications and working relationships with the President and other Refuge Association Staff, who will partner with the Director of Development to drive fundraising efforts toward the goal of \$5 million within four years. The Director of Development will also work closely with Board members, Friends Groups, U.S. Fish and Wildlife Service and Refuge System staff and other external constituents in order to lead and coordinate fundraising activities.

Issue Knowledge

It is essential to quickly become an informed team member and learn the key issues around conservation in order to create case statements and proposals for funding that leverage the Refuge Association's conservation work.

KEY COMPETENCIES AND THE IDEAL PROFILE

The Refuge Association seeks a passionate, experienced team player who is excited by the opportunity to play a pivotal role in conservation, create the roadmap for funding and work with supporters. This individual is not daunted by the lean infrastructure and lack of established processes, but rather embraces the fact that the Refuge Association is a growing organization.

Independent-minded and entrepreneurial, the ideal candidate possesses a flexible attitude and the highest degree of integrity. This individual is self-motivated and driven to get things done. Ideally, candidates will have spent some part of their career working in conservation.

The successful candidate will be inspired by and at ease working with senior-level stakeholders, such as Board of Directors, high net-worth individuals, and grant-making organizations, to both build relationships and secure support. Demonstrated success in securing funds through measured risks, a history of effective development planning, and solid relationship-building skills are essential. A demonstrated ability to build and execute successful fundraising campaigns is essential.

The capacity to identify, pursue, solicit and close new sources of funding is critical. An understanding of the role of individuals, corporations, and foundations in contemporary philanthropy is important, as is the ability to network, gain credibility, and influence in conservation donor communities. Excellent written, verbal, and listening skills are required.

A flexible, nimble, and collaborative style is critical to success in this position; the culture of the National Wildlife Refuge Association is highly independent, creative, and entrepreneurial. This individual will show sensitivity and the ability to establish respect, credibility, and trust with Staff and Board. The successful candidate will be comfortable with ambiguity and excited by the opportunity to grow a fundraising program in a dynamic environment.

DESIRED QUALIFICATIONS

- The Refuge Association seeks a development professional with successful experience in working with high net worth donors and prospects.
- Due to the entrepreneurial nature of the organization and the high profile of its support base,

candidates should have a minimum of five years of experience in a nonprofit fundraising role, preferably with some portion spent working in conservation.

- Demonstrated success in identifying, cultivating, and delivering major gifts in the five and six-figure range (with the ability to pursue seven figure major gifts) is essential.
- Experience utilizing events to cultivate donor relationships.
- Project management skills and the ability to implement systems and processes.
- A Bachelor's degree or equivalent experience.
- Passion and excitement for the mission and work of the Refuge Association.
- Capital campaign and grant writing experience are a plus.
- Experience working in wildlife conservation is a plus and work experience in a start-up or entrepreneurial environment is an asset.

COMPENSATION

Compensation for the Director of Development includes a competitive base salary commensurate with experience and an excellent package of health and insurance benefits.

National Wildlife Refuge Association is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation or disability.