

## **DIRECTOR OF PHILANTHROPY POSITION DESCRIPTION**

GC seeks a resourceful, self-motivated, and articulate **Director of Philanthropy** (DoP) who embraces forward-looking and collaborative approaches to raising funds for GC-implemented programs, as well as programs implemented by diverse partner institutions. The DoP reports to GC's President and works closely with GC's Board of Directors and partner organizations (both grantees and organizations with whom we raise funds jointly).

*Essential functions include:*

### **1. Manage GC's Philanthropy Team**

Responsibilities in this area include:

- Supervise the Major Gift Officer, Regional Gift Officer, and foundation consultants, ensuring that team members receive adequate direction and oversight to maximize their individual potential and benefit to the overall program, while fulfilling core job responsibilities and reaching annual and campaign revenue targets
- Establish effective strategies to maximize revenue through major giving, including planned gifts, for the organization
- Monitor, evaluate, and report on major gift performance on a frequent basis
- Manage annual Board solicitations in consultation with the President and Board Chairman
- Monitor and help develop program expense budgets to ensure effective coding of donations and program expenses
- Identify potential Board members with the capacity to participate in effective friends and fundraising efforts
- Maintain a personal portfolio of major gift donors and prospects with a giving capacity of six figures and above
- Support the donor cultivation and solicitation activities of the President, board members, and program staff, as needed

### **2. Coordinate Messaging Across All Fundraising and Communications Platforms**

Responsibilities in this area include:

- Coordinate with all fundraising units to develop and ensure consistent messaging throughout the entire fundraising and outreach platform
- Meet regularly with these units to monitor activity and assist with planning and implementation
- Work with the Social Media and Marketing staff to produce impactful messaging and delivery of marketing materials

### **Professional Experience, Qualifications and Requirements**

- A Bachelor's or Master's degree (or equivalent experience)
- A minimum of eight to ten years of experience in fundraising, with at least three years of experience in a supervisory fundraising role

- A strong understanding of best practices in development areas (Major and Planned Gifts, Corporate and Foundation Grants, Direct Mail, and Events) and strategies to build synergies across these areas
- Demonstrated success in building strong donor relationships and securing major gifts from individuals (including six figures and above)
- Familiarity with approaches to secure foundation and/or government grants to support program work
- Ability to thrive in a "small shop" environment
- Ability to travel nationally (frequently) and internationally (occasionally)
- Demonstrated experience in building effective fundraising capacity within an organization
- Exceptional oral and written communication skills
- Working knowledge of tax laws related to charitable contributions of cash, property, and securities
- Strong computer skills, including MS Office, nonprofit CRMs, and donor research tools
- Spanish language skills desirable

**Start date:** November 1, 2016

**Employment type:** Full Time

### **How to Apply**

Please email your resume and cover letter to Johannah Barry at [employment@galapagos.org](mailto:employment@galapagos.org). *Please do not call* – we will confirm receipt of all applications and will reach out separately to those of interest.

### **Benefits**

Galapagos Conservancy offers a comprehensive benefits package to include: paid vacation and sick leave, summer hours, health and life insurance, and a Simple IRA retirement plan. GC is an Equal Opportunity Employer.

### **About Galapagos Conservancy**

Galapagos Conservancy leads a collaborative effort to balance conservation and community in one of the world's most remarkable ecosystems. We work with an international network of top-tier scientists, educators, policy makers and Galapagos residents on programs focused on achieving conservation and a sustainable society. Our work is made possible by our 12,000 members, most of whom have visited the Galapagos Islands.

A hallmark of GC's approach is its commitment to working in a highly collaborative manner with Ecuadorian governmental institutions, including the Ministry of Environment, the Ministry of Education, the Galapagos National Park Directorate, and the Governing Council of Galapagos, as well as local and international non-profit organizations.

In terms of organizational culture, GC offers a casual, yet dynamic, team-oriented work environment. Staff believes deeply in GC's mission and feels privileged to play an important role in protecting one of the world's true treasures. In this sense, GC seeks professionals looking to make a long-term commitment to the organization. Please peruse [www.galapagos.org](http://www.galapagos.org) to learn more about GC.