

# Tanganyika Wildlife Foundation

## Director of Development

**Job Description:** The Director of Development (DOD) will manage all aspects of the Tanganyika Wildlife Foundation. This includes two primary functions: (1) providing administrative services in support of the Foundation and the Foundation's Board of Directors, and (2) fundraising including capital campaign facilitation, special event activity, and donor relationship management with a primary emphasis on major gift identification, cultivation, solicitation, and appreciation. Individuals in this position may occasionally work irregular hours, as necessary.

**Traits & Attitudes:** The successful Director of Development will have a "get things done" attitude to help the Foundation fund a 3-phased multi-million-dollar campaign spanning the next 10 years. Someone with a curious personality and the ability to joyfully converse with others one-on-one or in group settings; is goal-centered, creative, and has a passion for contribution to the preservation of endangered animals.

Our Team is looking for the Right Person, a person who embodies our core values: (1) Love first. (2) Own it. (3) Grow or die. (4) Refuse to lose. Our core values are the driving force in everything we do. Our team members will be fully aligned, rowing in the same direction.

**Administrative Services in Support of the Foundation and the Foundation's Board of Directors:** Provide leadership and day-to-day administration of the Foundation. Manage/supervise all staff of the Foundation (administrative assistant, out-the-door fundraisers). Ensure policies and procedures are in place and up-to-date at all times. Develop agendas, schedule meetings (Board and Committees), create meeting minutes, track actions of the Board of Directors.

**Fundraising/Major Gifts:** Work with the CEO, fundraising counsel, and volunteer leadership to facilitate donor activity with a **focus on major gifts** as part of a comprehensive multi-million-dollar campaign. Also lead efforts related to fundraising and friend raising events, annual fund, memorials, planned giving, etc. These duties include oversight and management of:

- **Donor Identification activity** including but not limited to completing donor prospect strategies which help to identify and qualify donor prospects be they individuals, foundations, trusts, businesses, and/or government sources. This work includes maintaining and tracking information about prospects. Fundraising counsel, CEO, and volunteers will assist in establishing these processes/strategies.
- **Donor Cultivation activity** including but not limited to strategies that help educate, orient, and develop affinity among prospects for the mission of Tanganyika Wildlife Foundation, and the goals of capital campaigns or other fundraising initiatives. These cultivation activities will include but are not limited to monthly cultivation and marketing activities, creating and unitizing axillary cultivation publications like case statements, printed and digital communications, tours, and face-to-face meetings. Fundraising counsel and CEO will assist in establishing these processes/systems.
- **Donor Solicitation Activity** including but not limited to gift solicitations of individuals, foundations, trusts, businesses, and government sources. This solicitation work includes partnering with team members and completing face-to-face solicitations, and pre-application sessions with foundations and other grantors. Activity includes the drafting of customized proposals; and working with the CEO, fundraising counsel, and volunteer leaders in developing effective solicitation strategies for donor prospects. Fundraising counsel and CEO will assist in establishing these processes/systems.
- **Appreciation/Stewardship Activity** including but not limited to donor relations, management of donor thanking events and other activities; charitable gift receipting; donor recognition and other stewardship programs. Fundraising counsel, CEO and volunteer leadership/Board of Directors will assist in establishing these processes, systems, and activities.

**Foundation/Development Department Operations:** The DOD is responsible for ensuring Foundation/Development Office operations are defined and completed. These operations include, but are not limited to:

- Provide administrative leadership and support to the Foundation Board of Directors. Create and maintain agendas, meeting schedules, policies and procedures, meeting minutes.
- Coordinate all Board and Committee meetings.
- Ensure Foundation maintains 501(c)(3) eligibility.
- With Board approval, enter into agreements on behalf of the Foundation.
- Updating and maintaining fundraising/development tracking and management reports.
- Collaborating in developing a strategy for prospects including the drafting of proposals and grant applications.
- Development of materials, published and digital, for fundraising programs.
- Ensure donor interactions in the database are recorded and maintained.
- Prepare presentations, materials, letters, and other required literature for cultivations and solicitations.
- Work with the Tanganyika Wildlife Foundation management team, within the current Strategic Plan, to identify and quantify specific giving priorities and opportunities.
- Under the leadership of the CEO and fundraising counsel, engage, organize, and partner with volunteer leaders in the work of donor identification, cultivation, solicitation, and appreciation.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively in oral and written format.
- Ability to work independently.
- Ability to organize and prioritize work.
- Ability to manage multiple projects simultaneously.
- Ability to meet deadlines and operate office equipment.
- CRM Experience – Our current system is Donor Perfect.
- Experience managing or being on a Board of Directors.
- Experience with major gifts of \$25K and above.

**COMPENSATION AND BENEFITS:**

- Position reports to Tanganyika Wildlife Park Chief Operating Officer.
- Base pay range \$75-\$85,000 annually. Dependent upon relevant experience.
- Location is Tanganyika Wildlife Park; partial home officing may be negotiated
- Year round, full-time position
- Health, dental, and vision Insurance
- Supplemental insurance
- HSA
- 401(k) with match
- Unlimited PTO starting at 90 days
- In-house discounts at Tanganyika Wildlife Park
- EAP - mental well-being program including therapy sessions for you and your immediate family
- Free admission to Tanganyika Wildlife Park for you and your family

Please apply at <https://twpark.applicantstack.com/x/openings>.

If you have any issues applying please email [amody@twpark.com](mailto:amody@twpark.com) for assistance.