



Juan Pablo Moreiras/Fauna & Flora

## Major Gifts Officer, Fauna & Flora – USA

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,  
Fauna & Flora Vice-president

# Fauna & Flora

Fauna & Flora International-USA, Inc. was formed in the United States in 2016 as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code (EIN #81-3967095) for charitable, scientific and educational purposes, including the conservation and sustainable management of biodiversity throughout the world and in particular as it supports the international program of work of Fauna & Flora, a registered non-profit charitable organization with its global headquarters in Cambridge, United Kingdom.

Fauna & Flora saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, Fauna & Flora is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

## The Opportunity

Over the next five years, Fauna & Flora aspires to enhance its global impact through investment, growth, visibility and influence. A key part of this will be through greatly expanding awareness and visibility of its programs among US target audiences and by exponentially increasing its fundraising efforts and results.

A key and growing audience for Fauna & Flora in the USA is high net worth individuals, and specifically those who are willing to give unrestricted support to our global conservation programs. We have spent the last two years developing networks of major supporters on the East Coast, alongside a growing supporter base of US supporters sourced through digital fundraising and communications. We are seeking an ambitious candidate for the new role of **Major Gifts Officer** to help us manage our growing networks of major supporters, as well as reaching out to new contacts and developing new networks for Fauna & Flora. They will be a critical player in our ambitious plans to develop and nurture a growing Fauna & Flora presence in the USA.

We are a hardworking team, committed to delivering our income targets to meet the organization's needs, but fun and friendly – there is never a dull moment!

## Reporting Relationships

The **Major Gifts Officer** will report to the Business Development Director and will be supported by the Development and Operations Manager in the USA. You will work in close collaboration with the wider fundraising and communications teams in the USA and UK, as well as developing wider relationships across the organization. The UK fundraising team currently consists of around 30 individuals split into three sections - Supporter Development, Major Gifts and Institutional Funding (Statutory Funding and Trusts & Foundations).

The US team is supported by the global organization in terms of specialist functions including finance, IT, programmatic information and expertise, HR, communications etc.

# The Ideal Candidate

The ideal candidate will have a significant proven track record in securing funds from major donors. You will be an outgoing relationship builder – with excellent communication and interpersonal skills, and capable of presenting complex issues to different audiences with confidence and credibility. You will be a self-starter and able to work independently. You will have a good understanding of the US philanthropy market, especially major donors, and will have a strong interest in international biodiversity conservation and the natural world. You must have good administrative and organizational skills, operational and finance experience, budget development, and fundraising experience.

You must be able to close deals, and be at ease with developing relationships with existing supporters as well as reaching out to new contacts and developing new networks for Fauna & Flora. You will be a critical player in our ambitious plans to develop and nurture a growing Fauna & Flora presence in the USA.

## Core Responsibilities

### **Main Duties and Responsibilities:**

- Develop and implement strategies and actions for high value donors (including those capable of giving 7 figure donations), working with the support of the Major Donor Research and Insight team (and other fundraising teams where appropriate) in order to develop long term mutually beneficial relationships with maximum return for conservation.
- Manage your own portfolio of high value donor relationships, in addition to supporting the Major Gifts team and Senior Leadership Team (SLT) and wider fundraising team in other relationships, as required.
- Work with the Major Gifts team to identify, cultivate and steward major gifts prospects with an identified gift level of \$10,000 and up, and help qualify prospects and determine whether appropriate for major gifts, and be part of the team that implements plans and develops relationships with major prospects.
- Contribute to, and help to implement annual plans and budgets to achieve targets, in coordination with the Major Gifts team. Design and implement overall engagement and fundraising strategies as part of the growing US team, in order to continue the exponential growth of revenue coming from individual gifts.
- Work with the Major Gifts team in the development and implementation of a programme of exclusive meetings, events and project trips for major donors, and represent Fauna & Flora as appropriate. Effectively represent and articulate the work of Fauna & Flora, presenting a compelling case for support of the organization.

- Develop excellent working relationships with existing and new donors and prospects, as well as a wider network of Fauna & Flora Board members, especially in the USA and also in the UK, and other connectors or advisers in order to identify and pursue further major donor funding opportunities.
- Be the main reference point for planned giving information for Fauna & Flora's network of High Value Donors in the USA and be responsible for planning a communications plan for High Value Donors about the value of legacy donations, with regular asks/ opportunities to find out more
- Contribute to the development of effective donor marketing and engagement communications, including brochures, presentations, reports, cases for support, proposals and online communications, working with the Philanthropy Programme team.
- Monitor and evaluate activities against plans and budgets on a continual basis, providing regular updates to the Business Development Director.
- Ensure that activities undertaken are in accordance with appropriate FFI policies, procedures and systems.
- Ensure adherence to relevant legislation and follow best fundraising practice guidelines especially IRS.
- Work with the Major Donor Research and Insight team to ensure our CRM database is regularly updated with all strategy, actions and correspondence, and ensure any feedback or intelligence is recorded appropriately.
- Work with Vice-Presidents, high-profile individuals and influencers to raise funds for Fauna & Flora and elevate its profile.
- Stay abreast of changes and innovations in federal and state tax laws that may be relevant to major gifts prospects.
- Oversee the drafting and editing of proposals and reports for potential donors, working closely with the UK communications team to ensure there are compelling, visionary program ideas to present to donors and prospects.

# Credentials and Personal Qualities

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal and networking skills</li> <li>• Excellent written and oral communication skills, including proposal writing, report writing and delivering presentations</li> <li>• Strong organizational skills, with structured and methodical approach to work and a clear focus on results</li> <li>• Ability to work to multiple deadlines</li> <li>• IT literate including Microsoft office (PowerPoint, Word, Excel, Outlook, Sharepoint) and the ability to work with fundraising databases</li> <li>• Fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Finance sector</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Experience in developing and managing relationships with high net worth individuals through written and face-to-face communication</li> <li>• Credibility with, and understanding of, the target high net worth audience</li> <li>• Significant proven track record of securing funds</li> <li>• Thorough understanding of the principles and practice of fundraising</li> <li>• Knowledge and understanding of fundraising regulations in the USA</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of major donor fundraising in other global locations</li> <li>• Understanding of conservation/ environmental issues</li> <li>• Experience of working for international organization</li> <li>• Experience of international travel and logistics</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to FFI's mission and values</li> <li>• Strategic, innovative and creative</li> <li>• Results-driven</li> <li>• Builds positive personal and organizational relationships</li> <li>• A team player</li> <li>• Able to lead as well as support others</li> <li>• Able to negotiate and balance competing priorities</li> <li>• Curious with the ability to empathize and understand different perspectives</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Entitlement to work in the USA</li> </ul>	

## FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organization, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive, inclusive & respectful
- We get things done

## Terms of Appointment

This is a full-time position. Salary is competitive and commensurate with qualifications and experience. Employee benefits include health care and retirement contributions.

The position will work remotely, with some domestic travel and the possibility of international trips, with access to our Washington, DC office as needed.

## How to Apply

Interested candidates should submit a cover letter and resume, outlining how your background, skills and experience match the qualifications of the position to [Rachel.goldberg@fauna-flora.org](mailto:Rachel.goldberg@fauna-flora.org)

Closing date for applications is **Sunday June 11, 2023**.

Fauna & Flora values diversity and is committed to equality of opportunity