



FOUNDATION RELATIONS OFFICER

DATE: October 11, 2019

TITLE: Foundation Relations Officer

DEPT: Philanthropy

FLSA: Exempt

LOCATION: South Central Regional Center—Austin, TX

HIRING MGR: Director of Foundation & Government Relations

Founded in 1936, the National Wildlife Federation (NWF) has grown into America's largest and most trusted grassroots conservation organization with 51 state/territorial affiliates and more than six million members and supporters. The mission of the National Wildlife Federation is to unite all Americans to ensure wildlife thrive in our rapidly changing world, and the Federation is committed to inspiring all people around our shared love of nature and wildlife by creating a welcoming and inclusive community representative of all Americans. By respecting and valuing the diversity of connections to the natural world and wildlife, we work toward convening a powerful movement.

To support our mission, we seek a Foundation Relations Officer who will join a high performing and accomplished team that is working to grow and diversify foundation funding, particularly in support of the National Wildlife Federation's South Central Region and the bold conservation agenda on which the Federation is delivering. The Officer will serve as a key partner to the South Central Regional Executive Director and will collaborate with program and philanthropy staff across the Federation, further building a robust portfolio of institutional funders and significantly scaling-up philanthropic revenue and investments as the organization embarks on new strategic vision aimed at addressing America's wildlife crisis. Among the programs emphasized will be the Texas Living Waters Project, the Gulf of Mexico Restoration Project, and the Mississippi River Delta Restoration Project, in addition to a portfolio of children's education and community wildlife habitat programs led by the South Central team.

This is an exciting time of growth at NWF, and this role is ideal for an entrepreneurial self-starter who seeks opportunities to leverage professional talents to contribute meaningfully toward accomplishing the Federation's ambitious conservation agenda.

In this role you will:

- Build collaborations and work in concert with colleagues to implement a donor-centered foundation relations program aimed at securing significant financial support for a range of conservation and education programs.
- Actively manage a portfolio of institutional funders, delivering on all aspects of relationship management and funder engagement.

- Develop and implement engagement strategies designed to substantially increase support from existing funders, while dedicating sufficient time to identify, qualify, and begin building relationships with new funders and partners.
- Proactively identify investment opportunities in collaboration with national and regional program staff, and provide coaching and guidance to colleagues in securing funding and building collaborations and partnerships with the foundation sector.
- Gather research and background information; track and maintain key data and actions in CRM; manage work plans and timelines; prepare letters of inquiry, outlines and concept papers; develop notices of intent to apply; and coordinate the drafting of pre-proposals, funding proposals, and various reports.
- Assist in prioritizing key actions for the President & CEO; the Vice President for Philanthropy; the South Central Regional Executive Director, and other key staff including vice presidents, regional executives, and senior program staff in the engagement, solicitation and stewardship of institutional funders.
- Prepare briefing documents and ensure participating staff understand objectives for various meetings, teleconferences and other funder interactions.
- Perform other duties as assigned.

Skills and Qualifications:

1. Demonstrated success in institutional relations and a proven ability in developing compelling proposals and securing investments at the \$10,000 level and above.
2. College degree required. Advanced degree highly desirable.
3. Experience in environmental and/or education philanthropy is also highly desirable.
4. Passion for the preservation and protection of wildlife and wild places a plus.
5. Entrepreneurial, self-starting, and capable of working both independently and as an integral member of a team. Solid team building skills will serve this position well, as will direct experience in building collaborations with accomplished professionals, academics, and leaders of government and industry.
6. Professionalism, with superior interpersonal abilities, communications and political savvy, and excellent time management and organization skills.
7. Demonstrated ability in building funder relationships, developing and implementing engagement strategies, coaching senior staff and volunteer leaders, and writing winning proposals, fundraising collaterals, and reports.
8. Knowledge of industry trends and command of philanthropy's best practices; firm grasp of prospect identification and research tools; and experience partnering with colleagues to effectively engage and grow relationships with institutional funders.
9. Ability to travel domestically.
10. Proficiency in Microsoft Office Suite and familiarity with CRM and other fundraising software, various databases and management reporting tools.

Your actions are expected to reflect the staff values of the National Wildlife Federation: collaboration, mindfulness, empowerment, inclusivity, and mission focus.

The National Wildlife Federation offers excellent benefits, including 16 weeks of paid FMLA leave, competitive compensation, and a family-friendly, flexible work environment.

To APPLY: <https://recruiting.ultipro.com/NAT1047NWF/JobBoard/1ca8346a-33cc-401d-90d9-d7f752dfd7d/OpportunityDetail?opportunityId=86bfe469-2239-472d-8e6f-cd945e465867>

If you have a disability and require an accommodation or assistance with our online application process, please tell us how we can help by calling us at 703-438-6244.

We strive to increase diversity, equity, inclusion and justice (DEIJ) in all elements of our work and with our partners to support the interdependent needs of wildlife and people in a rapidly changing world. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. We are proud to be an equal opportunity employer. Applicants are invited to learn more about National Wildlife Federation's commitment to diversity, equity, and inclusion at <https://www.nwf.org/About-Us/DEIJ>.

If you meet more than 75% of the qualifications of this description, we support your application. If selected, a background check will be conducted.

Candidates should submit a cover letter and resume.