

**Position Title:** Donor Stewardship

**Location:** Hobart (negotiable)

**Reports to:** Philanthropy and Engagement Manager



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**Background:**

The [Tasmanian Land Conservancy](#) (TLC) is a not-for-profit, non-government, registered environmental organisation. Since its inception in 2001, the organisation has grown to be one of the largest private land holders in Tasmania. It has an annual income of more than \$2m from public fundraising campaigns, grants and conservation business opportunities and employs 19 staff across the organisation. At the TLC we pride ourselves on our collaborative outcome focused workplace, and we respect and acknowledge the diversity of people, culture and communities. The TLC seeks new ways to achieve conservation that values nature and the economic, cultural and social benefits it provides us all.

Our vision is for Tasmania to be a global leader in nature conservation.

**Position Summary:**

The Donor Stewardship role works within the Philanthropy and Engagement Team to deliver the TLC's major gifts program. The position will also support other TLC philanthropic programs, including the bequest, regular giving and foundation programs. We are looking for a dynamic, high energy philanthropy professional with a commitment to our vision and values. Interstate travel to other state capitals and to TLC reserves is required.

**Key Position Responsibilities:**

1. Assist with the review and development of the TLC's major gifts program plan
2. Deliver the TLC's major gifts program through a range of strategies, including face to face solicitation

3. Provide support to other team members delivering the bequest, regular giving and foundation programs
4. Promote and raise the profile of the TLC to existing and potential supporters
5. Keep accurate records of interactions with TLC supporters
6. Periodically evaluate and report on the progress of programs against defined goals and outcomes
7. Assist with other philanthropy and engagement activities as required including the development of campaigns and delivery of community engagement events

**About you:**

The successful applicant will have the following experience, interests and qualities:

1. Demonstrated experience in philanthropy, donor liaison and/or customer service
2. Minimum of 2 years' experience in a professional fundraising role with a relationship building focus
3. Well-developed written and verbal communication skills
4. The ability to prioritise work and meet deadlines
5. A demonstrated interest in the environment and nature conservation
6. Highly motivated with a positive outlook
7. Alignment with the TLC's values

**Conditions:**

A salary range of \$ \$66,225 to \$72,442 (pro rata) commensurate on qualifications and experience, plus statutory superannuation.

The position is 4 days per week (60.8 hours per fortnight).

**Selection Criteria:****Required**

1. Excellent interpersonal skills with the ability to relate to a diverse range of supporters, including business professionals and those with high personal wealth
2. Highly organised with exceptional time management skills and an ability to work across numerous projects simultaneously, prioritising workflows and meeting deadlines
3. High level written and verbal communication skills
4. Experience working effectively as a member of a small team, and working relatively independently with initiative

5. Demonstrated ability to develop and deliver high quality presentations

Desirable

1. Tertiary qualification in philanthropy, public relations or a related field
2. Experience with face-to-face solicitation
3. Experience with client relationship management (CRM) systems
4. Manual driver's license
5. Current first aid certificate

**To apply please include:**

1. An introductory cover letter
2. Your resume
3. A statement addressing the above selection criteria (both required and desirable)

Applications to be received by 5pm Friday 21 September 2018

Please send application via email to: [info@tasland.org.au](mailto:info@tasland.org.au)

Please make your application attention to: Margie Jenkin, Manager Philanthropy and Engagement.

If you would like to discuss any aspect of the position, please contact Margie Jenkin on 0403 789110.

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Authorised by the TLC's Chief Executive Officer.



James Hattam  
Date: 31/08/2018