



the Jane Goodall Institute

Career Opportunities

The Jane Goodall Institute is currently seeking applicants for the following position:

Position Title

Director, Major Gifts

Department

Development, Marketing & Communications

Reports To

Senior Director, Development

Location of Employment

Vienna, VA (Washington, DC Metro Accessible)

Position Summary

In a few sentences, summarize all of the important position details. Note: this summary will be used in online advertising services to attract potential applicants.

The Jane Goodall Institute (JGI) is seeking a major gifts officer responsible for raising funds to support JGI's community centered conservation programs in Africa and its global youth leadership program. The director is an important member of the development team and reports to the senior director of development. S/he will identify, cultivate, solicit and steward existing individual donors and major prospects for JGI. The officer will also research, identify, develop, and respond to institutional donors and actively participate in the retention and stewardship of existing partners. The ideal candidate has at least 3 years of experience successfully fundraising for a regional, national, or international organization with responsibilities for individual, corporate, or foundation solicitations. She/he must be a self-starter, highly motivated and results-oriented professional ready to hit the ground running.

About the Jane Goodall Institute

Founded in 1977, the Jane Goodall Institute continues Dr. Goodall's pioneering research on chimpanzee behavior — research that transformed scientific perceptions of the relationship between humans and animals. Today, the Institute is a global leader in the effort to protect chimpanzees and their habitats. It also is widely recognized for establishing innovative community-centered conservation and development programs in Africa, and Jane Goodall's Roots & Shoots, the global environmental and humanitarian youth program, which has groups in more than 120 countries. For more information, please visit www.janegoodall.org.



Primary Responsibilities

Individual Partners

- Lead all aspects of the major giving cycle: researching and identifying prospects; cultivation through personal communication, mailings, calls and visits; soliciting, acknowledging and closing gifts; preparing oral and written solicitation materials; maintaining effective stewardship, and fostering relationships for growth opportunities.
- Manage and steward a portfolio of existing individual donors and monitor all prospect contacts to ensure positive and purposeful prospect and donor relations.
- Prepare compelling oral and written solicitation and acknowledgement letters, materials, and other correspondence.
- Initiate, make and follow-up on donor contacts as appropriate to the strategy.

Institutional Partners

- Lead efforts in identifying new and managing and stewarding existing corporate and foundation partners.
- Develop, write and submit well-researched and documented grant proposals and letters of intent to foundations, corporations and other grant-making organizations, persuasively communicating JGI's mission and programs to potential funders.
- Collaborate with program staff in the writing and submission of government proposals.
- Prepare and coordinate post-award acknowledgement letters, documents and follow-up communications.
- Monitor proposal deadlines, manage proposal submissions, and coordinate post-award reporting and follow-up.
- In collaboration with program staff, develop proposal reports and budgets.

Institutional and Individual Partners

- Play an active role in developing a strategic plan to engage prospective donors and prospects in new and creative ways.
- Initiate, make and follow-up on donor contacts as appropriate to the strategy.
- Arrange meetings for JGI leadership or self with prospects and donors as appropriate.
- Work with development and program teams to develop and implement a fundraising strategy and maintain a grants and solicitations calendar.
- Secure donor meetings with JGI senior and/or program staff and assist in the preparation of meeting talking points, presentations or materials and coordinate follow-up activities.
- Collect and track donor information and activity using Raiser's Edge system.
- Provide other development support as needed.



Qualifications

- Excellent oral and written communications skills; ability to write and speak persuasively, clearly and concisely and to blend information from multiple sources into a single, effective fundraising document or presentation.
- Experience crafting successful proposals and presentations in a clear and compelling manner and at least 3 years of solid experience with grants research, writing, and reporting.
- Demonstrated success in major gifts fundraising with a proven track record of securing medium size gifts and increasing contributions.
- Highly organized with the ability to implement systems and follow-up processes, manage several projects of equal priority simultaneously, and sustain productivity and accuracy under pressure.
- Ability to use independent judgment, initiative, resourcefulness, and produce a quality work product within tight time constraints.
- Good research, planning, analytical, problem-solving, and organizational skills; strong work ethic and follow-through; excellent attention to detail.
- The ability to plan strategically and build long-term relationships with donors.
- Knowledge of current trends and metrics in philanthropic giving and in fundraising principles, techniques, and ethics; understanding of nonprofit environments.
- Ability to understand and effectively articulate JGI's mission, brand, and future plans.
- Ability to maintain confidentiality and sensitivity within the JGI setting and with respect to prospect and donor information.
- Ability to travel up to 30 % of time.

Education and Training

- Bachelor's Degree from an accredited college or university.
- Proficiency in MS Word, Excel, PowerPoint, Skype, Google+.
- Knowledge and experience with Raiser's Edge fundraising and presentation software desirable.
- Knowledge of Africa, conservation and wildlife issues and trends preferable.
- Familiarity with outcomes related frameworks.
- Experience with online grant submission portals, including SAM.gov.

Work Environment

The work environment for this position is a standard office setting with multiple other staff in a multi-story building.

Compensation

Commensurate with experience. JGI offers a generous benefits package.



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Non-Discriminatory Policy

JGI's commitment to equal employment opportunities and the value of diversity is an essential part of our business practices and principles. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities.

JGI complies with applicable state and local laws governing non-discrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws.

Application Instructions

Send a resume, cover letter and salary requirements to jobs@janegoodall.org.

Contact

Questions may be addressed to jobs@janegoodall.org. No phone calls, please.