

JOB DESCRIPTION



JOB TITLE	NRT Head of Grants Management
JOB FAMILY	Development
JOB NUMBER	170003
SALARY GRADE	7
STATUS	Salaried
DATE	June 2018

A LITTLE ABOUT US

Founded in 1951, The Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit www.nature.org or follow @nature_press on Twitter.

Founded in 2004, the Northern Rangelands Trust is a community conservancy membership organization. The mission is to develop resilient community conservancies, which transform people's lives, secure peace and conserve natural resources.

NRT does this by supporting communities to:

- Develop locally-led governance structures that complement traditional systems
- Run peace and security programs
- Take the lead in natural resources management
- Manage sustainable businesses linked to conservation

NRT fundraises for its member conservancies and provides advice and guidance on management. NRT supports a wide range of training, monitor performance, and works as an independent third party in support of conservancy partnerships with county and national government, investors and development partners. There are currently 39 member conservancies covering 42,000 square kilometers of northern and coastal Kenya, home to around 320,000 people belonging to 18 different ethnic groups. The conservancies incorporate a diverse range of habitats, from mountains, dense forests and mighty rivers to deserts, savannahs, lakes, deltas and the Indian Ocean. They are home to an equally diverse array of wildlife, including elephant, lion, giraffe, oryx, hirola and black rhino. To learn more, visit www.nrt-kenya.org. This position will be located at Lewa Wildlife Conservancy.

YOUR POSITION WITH TNC

The NRT Head of Grants Management will be employed by TNC but will report to NRT CEO on a daily basis. She/he works closely with the NRT development team, the CEO and the Programs Coordinator at NRT to implement and coordinate effective multi-year strategies and plans for gift prospects, including corporate, foundation, and bilateral donors.

ESSENTIAL FUNCTIONS

The NRT Head of Grants Management is responsible for building and maintaining a portfolio of qualified bilateral and multi-lateral donors (and potentially some private donors as time allows), running the stewardship (reporting and relationship management) for existing awards and identifying and crafting proposals for new opportunities. The Head of Grants Management understands and applies the principles of developing donor strategies following relationship management protocols. They will be responsible for direct asks for NRT annual budget needs inclusive of NRT Programs and Conservancy funding needs. They actively explore opportunities for grants with bilateral agencies (and potentially private gifts, as time allows). The NRT Head of Grants Management provides opportunities for donors to receive recognition and increase future giving. They involve appropriate partners in the field and staff at TNC, keeping them apprised of interactions, issues or concerns, and direct questions to key colleagues as appropriate. They are capable of featuring the programs of NRT in broad

terms and they are capable of really learning and understanding the technical work and the impact of NRT. The Head of Grants Management may be called upon to engage in meetings with funders/prospective funders in Nairobi, representing the NRT CEO when needed/appropriate.

RESPONSIBILITIES & SCOPE

- Manage a portfolio of bilateral and multi-lateral donors (and secondarily private donors as time allows). Responsible for 5 – 10 letters of intent or proposals annually. Annual fundraising goal of \$5,000,000 or more.
- Act independently and in supervisor’s stead as needed, exercise independent judgment to identify and solve problems.
- Decisions may have program-wide impact and may bind the organization financially or legally.
- Demonstrate sensitivity in handling confidential information.
- Ensure compliance with NRT and TNC policies and procedures and external (donor/legal/IRS) requirements.
- Financial responsibility includes working within a budget and meeting fundraising objectives.
- Manage assigned projects, coordinating the work of peers and setting deadlines.
- May manage or participate in complex or sensitive negotiations.
- Will supervise and coach the NRT Grants Management Team.
- Persuasively convey the mission of TNC and NRT to diverse groups who are important to the organization’s overall prosperity.
- Travel frequently and on short notice, work long and flexible hours as needed.
- Any other duties that may be assigned by the CEO from time to time.
- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

MINIMUM QUALIFICATIONS

- Bachelor’s degree and 5 years related experience or an equivalent combination.
- Experience building and maintaining long-term relationships with fundraising constituents.
- Experience in asking for and closing bilateral awards of \$1,000,000 or more.
- Experience in managing and tracking multiple prospects and donors.
- Experience working with cross-functional teams.
- Experience, coursework, or other training in fundraising principles and practices.

DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross-cultural experience working abroad desired.
- Ability to determine an individual’s interests, capacity and potential for helping the Conservancy and NRT meet its goals, and act appropriately to tie those interests with the Conservancy’s and NRT’s work.
- Ability to educate and inform prospective and existing donors about the needs of northern Kenya and NRT.
- Ability to implement and manage fundraising plans, including customized cultivation, solicitation and recognition plans.
- Knowledge of current trends in charitable giving.
- Demonstrated experience using listening, diplomacy and tact to build strong relationships and motivate donors and volunteers.
- Proven ability to negotiate high profile or sensitive agreements.

ORGANIZATIONAL COMPETENCIES

Builds Relationships	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
Collaboration & Teamwork	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
Communicates Authentically	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

Develops Others	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
Leverages Difference	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
Systems Leadership	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

For full Job profile and how to apply please visit <http://careers.nature.org> and search for Job Id 47934

Submit CV and cover letter separately using the upload buttons online. All applications must be submitted in the system prior to end of day 14th September 2019

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