

Career Opportunities

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

Position Title: Director of Development
Department: Development
Reports to: Vice President, Development, Marketing & Communications
Location: Vienna, VA (USA Headquarters – Washington, DC metro area)

Position Summary:

The Jane Goodall Institute (JGI) is seeking a **Director of Development** responsible for raising funds to support JGI's community centered conservation programs in Africa and its global youth leadership program. This individual would be an important member of the development team and reports to the Vice President, Development, Marketing & Communications. S/he will identify, cultivate, solicit and steward existing individual donors and major prospects for JGI. The Director of Development 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 10 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 JGI

Founded in 1977, the Jane Goodall Institute (JGI) USA is an international non-governmental organization that continues Dr. Goodall's pioneering work on chimpanzee ecology and behavior. Its mission is to promote wildlife conservation, in particular chimpanzee sustainability, through community based conservation, research, and public awareness. The breadth of JGI's mission reflects Dr. Goodall's personal philosophy that the survival of all species, whether chimpanzee or human, depends upon the collaboration of all people.

In 2012, JGI formally adopted an ambitious 30-year goal to protect Africa's wild chimpanzee populations across the range of their natural habitats. In reaching this goal, JGI will capitalize on its considerable strengths and experience gained from working throughout the chimpanzee range, which includes more than 50 years of chimpanzee behavioral research; nearly three decades of developing people and community-centered conservation strategies; expertise in geospatial technology to innovatively map and monitor human and chimpanzee use of forest resources; and its global environmental and humanitarian youth program – Roots & Shoots. Under its Department of Africa Programs (AP) and its 10 Year AP Strategy, JGI USA implements community-based conservation activities through field offices in the Democratic Republic of Congo, Republic of Congo, Tanzania, and Uganda. Under the 10 Year Strategy, it will expand its reach to directly support conservation programs in Gabon, Guinea, Burundi, Cameroon, Liberia, and Senegal. Our Africa Programs partners include but are not limited to the United States Agency for International Development (USAID), Disney Foundation, Arcus Family Foundation, US Fish and Wildlife Services (USFWS), the Turner Foundation, the JP Fletcher Foundation, and a strong individual donor base.

Essential Functions

Individual Partners

- Manage 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 the implementation of the 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.

Competencies and Experience

- 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.
- Ability to synthesize financial data and reports
- Proven experience with international fundraising activities
- Experience crafting successful proposals and presentations in a clear and compelling manner and at least 7 years of solid experience with grants research, writing, and reporting.
- Experience in working with a board of directors.
- 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, 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 conservation and wildlife issues and trends.
- Familiarity with outcomes related frameworks.
- Experience with online grant submission portals, including SAM.gov.

Work Environment

The office is located in Vienna, Virginia. The successful applicant will be in frequent communication with project teams in East and Central Africa.

Non-Discrimination Policy

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 nondiscrimination 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

Please submit your resume, a cover letter focusing on your experience to this position and a relevant writing sample. Email all of these materials to cirwin@janegoodall.org ensuring you have "Director of Development" as the subject of your email.