

Job Posting



Development Program Specialist, Phoenix, AZ

Job Family: Development

Internal Job Code: 7 00035

Salary Grade: 5

Target Hiring Range (annual rate): \$55,000 - 58,800

Status: Hourly

Job ID Number: 53049

Who We Are:

The Nature Conservancy's mission is to protect the lands and waters upon which all life depends. As a science-based organization, we create innovative, on-the-ground solutions to our world's toughest challenges so that we can create a world in which people and nature thrive. We're rooted in our Mission and guided by our Values, which includes a [Commitment to Diversity](#) and Respect for People, Communities, and Cultures. Whether it's career development, flexible schedules, or a rewarding mission, there's lots of reasons to love life #insideTNC. Want a better insight to TNC? Check out our [TNC Talent playlist on YouTube](#) or on [Glassdoor](#).

Our goal is to cultivate an inclusive work environment so that all our colleagues around the globe feel a sense of belonging, and that their unique contributions to our mission are valued. We know we'll only achieve our Mission by hiring and engaging a diverse workforce that reflects the communities in which we work. In addition to the requirements in our postings, we recognize that people come with talent and experiences outside of a job. Diversity of experience and skills combined with passion is a key to innovation and a culture of inclusion! Please apply – we'd love to hear from you. To quote myriad TNC staff members, "you'll join for our mission, and you'll stay for our people."

What We Can Achieve Together:

If you are a detailed individual that takes pride in your accuracy, this position may be the perfect opportunity for you! An added bonus is if you have worked in the philanthropy/development area for a non-profit! Based in our Phoenix, Arizona office (with the possibility of working remote a couple days/week), the Development Program Specialist will work towards meeting the strategic priorities of the team by implementing tactics for approved plans and completing and organizing varied tasks and activities. They will identify day-to-day priorities based on needs of the program and will manage, track, and report on key data related to the team scope and priorities. The Specialist will perform basic analysis on key program data, which may include donor or gift information. Position will be responsible for all aspects of processing gifts to ensure that donor gifts are received, coded and acknowledged in a timely manner. Specialist, as an advanced user of TNC's Constituent Resource Management database (BB CRM) provides support and targeted training to the team related to the functional area and to the database. The Specialist must maintain advanced skills with the systems and resources utilized by the

team. They will implement processes and practices to improve effectiveness based on their in-depth understanding of related policies and procedures. The Specialist will effectively communicate or distribute information to assist staff in making decisions, solving problems, and improving workflow.

A. Gift Processing (approximately 75%)

1. Record gifts in the donor database (BB CRM) and work with other Development and Finance staff to track donor commitments, organize associated documentation and produce required reports.
2. Work with World Office Treasury and Stock Teams to process donations to the Arizona Chapter or from managed Arizona residents.
3. Maintain a gift log of all gifts over \$1K and distribute to the development team multiple times a week.
4. Flag new gifts to the organization as well as major increases in giving for the Development Operations Manager to distribute to fundraisers for follow up.
5. Generate Chapter thank-you report multiple times per week – ensuring that all donors over \$1K receive a thankyou note in a timely manner.
6. Coordinate all personal thank-you notes for the State Director.
7. Generate basic reports from BB CRM.
8. May record non-donor payments in BB CRM.

B. Development Team Support (15%)

1. Administrative support for the fundraisers and Development leadership
2. Enter data into BB CRM on behalf of fundraisers as directed by supervisor.
3. Support for special events.

C. Other (approximately 10%)

1. Back-up to the Phoenix Office Coordinator including basic office administrative services and making remote deposits. .
2. Participates in Development (AZ and World Office), AZ Chapter, Division, Regional, and TNC meetings, trainings, etc.
3. Accurately and timely processes own time records and expense reports.
4. Other Duties as assigned.

RESPONSIBILITIES & SCOPE

- Act independently on assigned tasks and exercise independent judgment based on analysis and experience.
- Coordinate projects with several variables, work within a defined timeline and budget.
- Does not supervise any staff, but may supervise interns, volunteers, and/or temporary staff.
- Ensure compliance with TNC policies and procedures, and external (donor/legal/IRS) requirements.
- Provide input through project teams for the improvement of existing programs.
- Refer difficult questions and unusual problems to supervisor.
- Occasional travel in Arizona (such as the staff retreat, to the preserves and other Arizona offices) as well as in U.S. for trainings, etc. Travel may be over night and may be outside of normally scheduled hours.

- Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.
- Work is diversified and may not always fall under established practices and guidelines.
- Work within scope of program's strategic goals.
- Work requires a high degree of accuracy and completed as required.
- Other duties as required.

We're Looking for You:

Want to help save the planet? From the mountains to the desert, the Arizona Chapter is dedicated to conserving the natural resources that make Arizona unique. Relationship building, project coordination, business writing, and creativity are key in this role. Come join TNC and apply today!

What You'll Bring:

- Bachelor's degree and 2 years' experience or equivalent combination.
- Experience building relationships with staff, customers or similar.
- Experience working with databases, data entry, generating reports and interpreting data
- Experience in business writing, editing, and proofreading with strict attention to detail.
- Experience working across teams.
- Experience, coursework, or other training in principles and practices of relevant field.
- Experience with related software (Microsoft Word/Excel/Power Point/Outlook; Teams and CRM database).
- Push, pull, lift, move up to 25 #s.
- Valid driver's license.
- Youth certified (within initial 30 days of employment: annually thereafter).

DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross-cultural experience are appreciated.
- Commitment to meeting deadlines and established protocols with an appropriate sense of urgency.
- Ability to analyze information for the purpose of coordinating and planning activities, and solving problems.
- Ability to use existing technology to achieve desired results.
- Ability to work under pressure and perform repetitive data entry tasks.
- Experience interpreting guidelines to achieve desired results.
- Proficiency in standard administrative procedures.
- Knowledge of current trends in Development.
- Strong organization skills, accuracy, and attention to detail.
- A proactive approach and a willingness to learn.

What We Bring:

Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world. Thanks to more than 1 million members, over 400 scientists, and the dedicated efforts of our diverse staff, we impact conservation throughout the world!

The Nature Conservancy offers a competitive, comprehensive benefits package including: health care benefits, flexible spending accounts, 401(k) plan including employer match, parental leave, accrued paid time off, life insurance, disability coverage, employee assistance program, other life and work wellbeing benefits. Learn more about our benefits at in the [Culture Tab](#) on nature.org/careers.

We're proud to offer a work-environment that is supportive of the health, wellbeing, and flexibility needs of the people we employ!

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

Our 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, address important issues, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
DEVELOPS OTHERS	Takes ownership to help develop others' skills, behaviors, and mindsets to help them strengthen their workplace contributions.
DRIVES FOR RESULTS	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
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 stakeholders. 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.

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 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, protected veteran status or other status protected by law.

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to applyhelp@tnc.org with Request for Accommodation in the subject line.