

Trust for Nature

Position Description

Position	Relationship Manager, Bequests & Land Donations
Department	Development
Location	Melbourne
Employment status	Part Time, 0.60 – 0.80 FTE Fixed term, 2 year
Remuneration	TFN Grade 4.1 (\$99,397 – \$112,776), pro rata + superannuation
Reporting line	Senior Relationship Manager – Bequests & Land Donations

About us

Trust for Nature is a not-for-profit organisation that works to protect native plants and wildlife in cooperation with private landowners.

Created in 1972 under the *Victorian Conservation Trust Act 1972 (Vic)*, Trust for Nature has a proud history of working across the government, not-for profit and private sectors to achieve permanent protection of important conservation land across Victoria. We have a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

Our Vision

A future in which Victoria's nature is valued, protected and thriving.

Our Mission

Trust for Nature exists to achieve more and better private land conservation in Victoria.

About the role

Reporting to and working closely with the Senior Relationship Manager – Bequest and Land Gifts, this vital relationship management and fundraising role is tasked with growing and nurturing Trust for Nature's relationships with covenantors, donors and partners who would like to give cash and or non-cash (land) in support of our work. There are a mix of circumstances and options available to potential donors - including living bequests, traditional Gifts in Wills and other nuanced arrangements involving land donations.

This new role deepens Trust for Nature's Development Team, specifically in bequests and land donations. The role offers the successful applicant an opportunity to use their talents to help prevent species extinction and protect private land in Victoria forever.

Working closely with the Director of Development and Senior Relationship Manager – Bequests & Land Gifts, this role supports the integration of Trust for Nature's conservation goals into partnership, communication and fundraising projects and contributes to the identification, cultivation and stewardship of major donors and bequestors.

TFN POSITION DESCRIPTION

There are many investors in private nature conservation including covenantors, philanthropists, donors, supporters, volunteers and governments. All stakeholders are important investors in biodiversity protection.

Key Responsibilities

The primary responsibilities of the role include:

- Support the Senior Relationship Manager to deliver on the 3-year growth strategy, consisting of a multi-channel approach including digital, direct mail, surveys, personal contact (visits/phone) and events.
- Ongoing engagement and relationship management for a portfolio of confirmed bequestors and bequest prospects.
- Engage directly with landholders/ stakeholders through face-to-face site visits to support complex legacy and land conversations.
- Ensure effective transfer of bequest gifts to TFN including liaison with executors, next of kin and TFN internal team.
- Collaborate with regional teams to identify interested covenantors, donors and prospects.
- Support internal stakeholders in developing their knowledge of Gift in Wills and the various options available to interested parties.
- Contribute accurate and meaningful data used to assess performance of, and identify improvements to, the bequest program.
- Assist in planning and executing other philanthropic or community engagement activities as required.
- Observe the safe working practices and as far as you are able, protect your own and others' health and safety.
- Other duties as requested by Senior Relationship Manager.

Key Relationships

- The Relationship Manager – Bequests and Land Gifts in Wills works closely with and reports directly to the Senior Relationship Manager – Bequests and Land Gifts.
- They also work closely with other members of the Development Team including staff managing major gifts, Trust & Foundations, Strategic Partnerships, Direct Marketing, and Communications.
- Importantly, they also establish great relationship with regional staff, specifically the stewardship focused teams.
- Given the nature of Gift in Wills, a productive and collaborative relationships with staff across the organisation is essential.
- And, of course, taking authentic and wonderful care of donors is paramount.

Knowledge, Skills and Experience

- At least 3-5 years' experience in a fundraising/commercial role
- Demonstrable success implementing the principles of best practice legacy fundraising and relationship management.
- Ability to build rapport and credibility and maintain positive, trusted relationships to support long-term engagement.
- Confident communicator able to represent Trust for Nature with professionalism.
- Ability to advise, influence and engage stakeholders sensitively and with patience.
- The ability to use a database or Customer Relationship Management system. (Knowledge of Salesforce would be ideal.)

TFN POSITION DESCRIPTION

- Proven experience in planning and organising work to meet strategic objectives.
- This position requires frequent travel to regional Victoria. (Driver's license required.)

Key Selection Criteria

- High emotional intelligence and sophisticated inter-personal relationship skills are a must. These skills need to include the ability to listen and communicate with sensitivity and grace, and work with confidentiality.
- Subject matter expert, knowing Gift in Wills and legacy giving in Australia incredibly well. Combined with a proven track record of achieving results for past employers.
- A passion for Trust for Nature's purpose, working with Victorians to protect nature on private land forever.

Trust for Nature Values

Our values underpin everything we do. How we deliver our work is as important as the outcomes we achieve for the Victorian Community. Our values are the foundation of our culture and guide how we work together, with our stakeholders, partners and the community.

The Trust's values are;

- Nature - we really really love nature!
- Forever - we think long term
- Together - we work collaboratively and with care

Specific requirements for this position

- A National Police Check is required to be conducted as part of the selection process.
- The position requires frequent travel throughout Victoria, therefore a current Driver's Licence is required.

Health and Safety requirements

Trust for Nature is committed to protecting the safety and wellbeing of its people and ensuring safety is integral to how do our work. In realising this commitment Trust for Nature complies with all relevant health and safety laws including the *Occupational Health and Safety (OH&S) Act 2004* (with its associated regulations and codes).

Join a Workplace Based on Fair Employment

The Trust offers fair employment and career opportunities where possible. We aim to attract a diverse pool of applicants and focus on the genuine and essential requirements of the job and being consistent and fair in our treatment of applicants.

Equal Opportunity Employer

The Trust is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds. It is a policy of the Trust to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed in the role advertisement.

Balancing your Life

We understand that life balance is an important part of our employees' lives. Wherever possible the Trust offers a range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finish times, working part time, job sharing, working from home, and paid leave provisions that can be negotiated with your manager to help balance your personal commitments with the demands of the role.

Privacy Notification

Trust for Nature affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014 (Vic)*.

Other relevant information

- The terms and conditions of employment are similar to those applying in the Victorian Public Service and will be governed by the enterprise agreement applying to Trust staff;
- The position is located at 5/379 Collins Street and requires frequent regional travel.

The position description may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.