

About the job

The Amazon Conservation Team (ACT) is seeking an experienced and entrepreneurial fundraising pro to manage our major gifts program and enhance our relationships with donors as we look to substantially grow our conservation work's scale and impact.

The need has never been greater and this is the perfect opportunity for someone passionate about conservation and its connection to people to be part of team that's truly making a difference.

Want to join a growing organization that's building on a 27+ year track record of success? You'll work closely with our teams in Colombia, Brazil, Suriname, and Costa Rica, as well as our senior leadership in the US, to develop and fund new conservation programs and enhance our successful ones. And you'll be involved in developing strategies as well as getting them funded—we're looking for someone who's a thinker and collaborator as well as great at execution.

Sound interesting? Then read on...

ACT was founded in 1996 to partner with indigenous and other local communities to protect tropical forest and strengthen traditional cultures. We have teams in Brazil, Colombia, Costa Rica, and the Guianas and a small headquarters office in Falls Church, VA. We're lean and most of our staff is in the field—where they should be. Our conservation philosophy is people-based and ACT works to steadily increase the number of local communities in the Amazon region who are able to monitor, sustainably manage and protect their traditional forestlands and significantly increase the area of Amazonian rainforest with improved protection. Our program has three focus areas: sustainable land management and protection; secure and sustainable livelihoods for people; and strengthening community governance and culture. These focus areas drive our vision for the Amazon region and provide a clear, unified and long-term direction for how our organization operates.

Ready to join the team? Here are the details.

APPLICATION PROCEDURES

Please email cover letter and resume to careers@amazonteam.org; use "Major Gifts Officer" in the subject line.

POSITION SUMMARY

Our Major Gifts Officer, a key member of the Development & Fundraising team, is primarily responsible for managing ACT's major gifts program, which is a significant portion of ACT's annual funding. This includes researching potential donors and developing pitch strategies, managing the grant application process, and stewarding donor relationships. They also serve as a key point of contact and collaboration with ACT's international offices.

Key Responsibilities:

Donor Management

- Develop and manage a portfolio of high-net-worth individuals
- Cultivate and steward relationships with current and prospective major donors
- Implement strategies to retain and upgrade existing donors
- Organize and manage 3-4 small-scale fundraising annually events as appropriate

Fundraising

- Secure significant funds through major gift prospect cultivation and solicitation
- Support and staff as needed fundraising work and related activities of ACT's founders

- Meet annual fundraising goals set by the organization
- Collaborate with others on development team to identify and pursue new funding opportunities

Reporting and Communication

- Ensure grant reports are consistent with past reports and long-term objectives
- Support preparation and submission of reports in accordance with grant specifications and donor requirements
- Contribute to proposal writing and other fundraising communications as needed

Qualifications:

Experience and Skills

- Proven track record in major gift fundraising, preferably in the international environmental or conservation sector
- Strong interpersonal and communication skills, both written and verbal
- Ability to work independently and as part of a team
- Proficiency in donor management software and Microsoft Office suite

Education

- Bachelor's degree required; advanced degree in a related field preferred

Competencies

- Mastery of spoken and written English. Spanish or Portuguese useful but not required
- Excellent communication skills, both written and verbal
- Proficiency with typical office productivity systems, donor databases/CRMs, and prospect research and other wealth screening tools

Other Requirements

- Deep concern for the health of the Amazon biome and understanding of the critical role that indigenous communities play in conservation
- Travel domestically and internationally may be required
- Must be able to occasionally work nights, weekends, and holidays as necessary to carry out key job functions
- Must be legally authorized to work in the U.S. without sponsorship
- Must be able to pass a criminal background check

Benefits:

- Competitive salary commensurate with experience
- Comprehensive benefits package
- Opportunity to make a significant impact on rainforest conservation efforts

The Amazon Conservation Team is an equal opportunity employer committed to creating a diverse and inclusive work environment. We encourage applications from candidates of all backgrounds who are passionate about our mission to preserve South American rainforests.