Reilly Partners advises the company on the basis of an exclusive consulting assignment. The following details are for your personal information and should be kept confidential.
The Company

Founded in 2005, the United States Friends of the David Sheldrick Wildlife Trust (USF) is a corporation organized under the Indiana Non-Profit Corporation Act. It has been recognized by the Internal Revenue Service as a tax-exempt “public charity”. USF’s mission is to provide financial support to the David Sheldrick Wildlife Trust (DSWT), which includes donor development, fundraising and education initiatives.

Founded in 1977 by Dame Daphne M. Sheldrick, DBE as a Kenyan charitable organization, the DSWT is dedicated to the protection and conservation of wildlife species and their habitats in Kenya. Best known for its work with orphaned baby elephants and rhinos, since its founding, DSWT has successfully hand-raised over 150 infant elephants. The DSWT has been featured on 60 Minutes, the Discovery Channel, Good Morning America, CNN and Animal Planet Channel. It was the subject of the popular BBC Series, Elephant Diaries I and II and the 2011 award-winning IMAX film, Born to be Wild.

USF is governed by a Board of Directors comprised of six Class II (voting) directors, all of whom serve without compensation, and two Class I (non-voting) directors appointed by the Trustees of DSWT. USF is a separate, stand-alone organization with respect to DSWT; however, all gifts, grants, contributions and bequests received by USF, net of expenses, are used to support the programs of DSWT in the form of grants for specific expenses or projects.
The Opportunity

With the growth of the DSWT internationally and increasing support from the United States, the Board has identified the need for a full-time, Managing Director to steer USF operations. This opening is predominantly the result of the international exposure generated by the DSWT and its operations and additionally the outcome of efforts by the USF’s current staff members, in communicating with existing donors and serving as a point of contact for potential new donors and fundraisers. Alongside these efforts, the Board of the USF has ensured best practices and good governance, and effectively led the USF to the point that it now needs to recruit a senior level employee who can continue to grow the organization.

The Managing Director will serve as the principal executive, administration, communication and development officer of USF. S/he will be responsible for all aspects of USF operations, including leading and inspiring staff. Likewise, the Managing Director will inspire strategic vision among members of the Board and assist USF in achieving such vision. S/he must have an interest in wildlife conservation and the protection of the environment, have a desire for adventure and be willing to travel to Kenya on a periodic basis.
The Position

Position Title: Managing Director
Location: To Be Determined
Reporting Relationship: Reports directly to the President

Specific Responsibilities

The USF Managing Director will support and communicate the mission of the DSWT and its field operations by developing fundraising initiatives, building the brand, increasing income, generating media, retaining donors and acquiring new donors. The Managing Director will work closely with the DSWT Executive Director and the DSWTUK Director, ensuring messaging is on brand and that all entities are as informed as possible on projects, fundraising, communications existing and planned, so as to maximize opportunities. The Managing Director will encourage and enable individuals, corporations and foundations to facilitate healthy, long-term partnerships with the DSWT.

Management: Manage day-to-day operations, subject to the policies and procedures adopted by the Board of Directors.

- Lead, supervise and inspire staff.
- Implement and maintain appropriate internal financial controls.
- Assure integrity of internal and external financial reporting.
- Assure prompt processing and acknowledgment of contributions and donor inquiries and updating and maintenance of donor database by staff.
- Schedule and attend all Board meetings, including development of agenda with President and distribution of materials.
- Assist President with Board development and self-assessment.
- Implement USF Strategic Plan for fundraising initiatives, as articulated by Board.
- Inspire strategic thinking by Board members and volunteers.
- Collaborate with Board on development of strategic plan.
- Achieve annual milestones as developed by Board.
- Assist Board with development of plans and policies necessary to achieve strategic and annual goals.
Fundraising: Serve as “point of initial contact” with DSWT and third parties for all fundraising activities in the U.S. and protect and maintain the tax favorable status of USF. Develop, in consultation with DSWT, and execute diversified fundraising action plan to significantly increase revenue from various sources, including individuals, private foundations, corporations, public charities and other organizations, with the support of the Board of Directors. Develop and execute fundraising policies and procedures. All fundraising activities, policies and procedures must comply with the IRS rules applicable to “friends” charities.

- Develop, in collaboration with DSWT and its affiliated charities, web based, print and other forms of fundraising materials.
- Develop information about “planned giving” for publication on USF webpage on DSWT website.
- Understand planned giving strategies for supporters, particularly bequests.
- Prepare and coordinate placement of new USF-specific material on USF webpage on DSWT website.
- Provide DSWT and affiliated charities with USF-related information for DSWT social media platforms.
- Provide logistical support for USF-sanctioned fundraising events.
- Collaborate on fundraising strategies with DSWT UK charity.

Communications: Maintain strong, ongoing communications with supporters, President, Board, DWST and DSWT affiliated charities.

- Maintain currency in all DSWT activities through website and direct contact.
- Manage process for handling all inquiries from donors, prospective donors, foundations and the media.
- Oversee preparation of quarterly electronic newsletter, Fieldnotes.
- In collaboration with DSWT, issue annual appeal for support.

Community and Public Relations: Serve, with President, as spokesperson for USF and, with prior approval of DSWT, DSWT in U.S.

- Seek opportunities to present DSWT and USF to the general public through all types of media, including internet, print media and live presentations.
- Arrange, and provide Board members with material for, public speaking engagements.
- Assure DSWT and its programs are presented in consistent, positive manner to all third parties.
- Where appropriate, solicit and supervise participation by volunteers.

Education: Implement outreach initiatives with educational institutions and civic groups to expand public awareness of DSWT operations and value to mankind. Interact with other organizations and institutions in regard to matters affecting USF to educate the public regarding the mission of DSWT.
Budget and Finance: Oversee internal accounting functions, including monitoring of data provided to outside accountants.

- Together with the President, present annual budget for review and approval by Board.
- Monitor expenses to assure USF operates within budget.
- Together with officer designated by Board, oversee short-term investments.

The Person

Qualification & Experience:

The successful candidate must have demonstrated leadership in a not for profit organization with a focus on fundraising. The ideal person needs to understand the long term value of a donor, and guide donors as their contributions progress. While the individual must be able to think strategically with respect to fundraising and communication, above all they must be a doer. He or she must have the ability to work independently and act on initiative, while collaborating with the various entities of the DSWT. The specific qualifications for this role include:

- Knowledge of the fundraising mix, to understand donor behaviour, what motivates people to give, and what inspires people to contribute
- Working knowledge of accounting principles and processes
- Understanding of the unique legal issues applicable to a "US Friends of" organization
- Experience fundraising in the USA, to ensure they have a knowledge of the rules and regulations, nationally and at state levels
- Excellent oral and written communications skills, they must demonstrate an ability to communicate confidently and coherently with the board, larger audiences and their direct reports
- Expertise in digital communications
- Knowledge of wildlife conservation in Africa is a plus
- Hands on working knowledge of Donor Perfect is a plus
Personal Attributes:

- Team Player - Past behaviors demonstrating team initiatives
- A love of fundraising and communications
- Ability to empathize with donors
- Humility – Understanding of the role and how it is one part, an important one, of a much larger machine
- Self-motivated, equally capable when working individually or as part of a wider collaborative team with DSWT and DSWTUK
- A ‘grower’, an individual that demonstrates through past achievements that they have a lot of potential and USF can provide them with a position that they can both grow into and grow
- Willingness to be hands-on, given the smaller nature of the organization
- Flexibility - this individual will be expected to work whenever and wherever is necessary to accomplish the goals of the position including attending events in evenings and at weekends
- Willingness to travel, not only to Africa, but within the US and to UK and Canada
- Someone that values donors, the DSWT prides itself on treating donors as individuals

Education:

- Bachelors Degree required.
- Masters degree in a field related to not for profits, philanthropy, etc. is a plus.
Reilly Partners Contacts

Robert E. Reilly, Jr.
CEO & Founding Partner
direct line +1 312 781 9020
rrreilly@reillypartners.com

Steven Wood
Managing Director & Founding Partner
direct line +1 312 784 1994
woody@reillypartners.com

Ned Turney
Senior Associate
direct line +1 312 589 5243
nturney@reillypartners.com

Reilly Partners
Two North Riverside Plaza – Suite 1600
Chicago, IL 60606
+1 312 781 9020
Facsimile +1 312 781 9024
www.reillypartners.com