



## EXECUTIVE DIRECTOR, USA

**LOCATION: East Coast of the US with a preference for New York or DC**

### THE ORGANIZATION

Founded in 2009 in Australia and registered as a nonprofit (501c3) organization in the United States in 2013, International Anti-Poaching Foundation (IAPF) protects endangered wildlife and ecosystems by conducting anti-poaching operations, delivering ranger training, supplying equipment and technological solutions, and providing critical project management and administrative support to local communities engaged in preventing poaching and parts trafficking. The primary purpose of IAPF-USA is to raise funds to support operations in the field.

Over the past three years, IAPF has grown 20-30% annually with the annual budget moving from \$1M to \$9M and would like to reach \$20M within the next five years. While the bulk of the 240 employees are currently in Zimbabwe, IAPF is plans to expand to Botswana and Mozambique, hiring additional 200 staff by the end of 2022, including conservation officers, cooks and cleaners.

IAPF has evolved from a military protection organization to one that is empowering women to ensure biodiversity. It is expanding at a scale where it will soon be one of the largest landholders in Africa with a portfolio of \$7M acres and a model that other conservation organizations are looking to adopt. Countries are soliciting their input and investment and it is considered to be a 21<sup>st</sup> century pioneer in the art and science of conservation.

After carrying out numerous projects across four African countries, IAPF is focusing on two complementary core programs that jointly support its mission:

**Akashinga** partners directly with communities in holistic wildlife protection, working closely with all levels of society to move away from the adversarial, exclusively male-led models of protection and rehabilitation. The model brings a more effective, just, and sustainable concept of conservation which is highly adaptable to varying landscapes.

**LEAD Ranger** addresses the limited capacity at higher levels within Africa's conservation community, providing advanced training, development and mentorship of high-quality rangers and ranger managers. This program disrupts the status quo and leaves behind outdated models. While good for a small subset of service providers, the traditional



approach of pushing a high volume of rangers through short courses and hoping enough would prove competent as instructors has failed to meet any objective assessment of success at country or species level. LEAD Ranger produces exceptional instructors able to embed within their own units and give lasting benefit.

## THE POSITION & DESIRED PROFILE

The Executive Director, USA (ED) will report to (and build) IAPF-USA's Board of Directors and will have close working relationships with the Founder & CEO of IAPF as well as IAPF's International Steering Committee.

The ED will be the voice and the face of IAPF in the US, expanding its brand and sources of funding. The ED will develop and engage a network of supporters and finalize and implement a strategic development plan to support an annual budget of approximately \$5M - \$10M. The new ED will play a pivotal role in establishing the reputation, brand and voice for a game-changing conservation organization. The new ED will ensure IAPF is understood to be one of the world's premiere organizations that is protecting wildlife and ecosystems.

The ED will lead and grow communications, marketing, and fundraising programs in the USA to support program impact and expansion. The ED will be responsible for the fiscal, governance, and administration functions of IAPF-USA - and the nurturing of an organizational culture of innovation, transparency, personal "ownership," and resilience.

The ED will recruit staff including advocacy, development, communications, and operations. S/he will work collaboratively with the founder to recruit additional board members. A key to success will be the CEO's ability to leverage resources and develop key donor relationships with individuals, foundations and corporations on a local, state and national level.

## RESPONSIBILITIES & DUTIES

The Executive Director's specific responsibilities include but are not limited to the following:

### **Vision & Leadership**

- Provide inspirational leadership and direction to staff and ensure the development and management of a professional and efficient organization. Sustain a healthy organizational culture, staff retention, team morale, and serve as a living example of IAPF's organizational values.
- In partnership with the founder, build a diverse and inclusive Board that is highly engaged and willing to leverage and secure resources.



- Work closely with the IAPF-USA Board of Directors; create agendas, attend, and support Board meetings; assist with governance and Board recruiting as necessary; support Board communication, training, and decision-making at Board's discretion.
- Ensure that IAPF-USA operates efficiently, legally, and in a fiscally responsible and sustainable manner.
- Work closely with IAPF leadership to develop and shape the direction and strategies of IAPF.
- Lead the updating and implementation of IAPF's strategic plan in the USA and ensure progress against measurable goals.
- Lead the development and implementation of various plans including Fundraising, Communication, Growth, Risk Management, etc.

### **External Relations and Fundraising**

- Lead the development of IAPF-USA's communications, marketing, and fundraising programs in concert with the global organization to further its vision and impact.
- Develop and implement a comprehensive Resource Development Plan that meets or exceeds goals for the following: Individual Giving, Corporate Donations, Special Events, Planned Giving, Capital Fundraising, Direct Mail, and Major Gifts
- Oversee the development and implementation of a fundraising strategy to significantly increase: (a) the number of donors, (b) donation revenue, (c) and donor retention.
- Develop and refine new approaches to expand IAPF's brand recognition.
- Participate in the construction and review of grant and other funding proposals.
- Serve as IAPF-USA's spokesperson and ambassador, strengthening its visibility and reputation (PR, media, legal, etc.).
- Encourage, engage, and support the Founder, the Board and other IAPF champions in their capacity as funders and program advocates.
- Attend fundraising, outreach, promotional, and other events as necessary.
- Oversee marketing and other communication efforts including press releases and Op/Eds.
- Be cognizant of international laws regarding donations.

### **Fiscal and Operational Management**

- Lead the development, management, and monitoring of the organization's budgeting and reporting processes. Develop long and short-range financial plans, ensure sound operations, monitor the budget and ensure financial controls are in place, set financial priorities to ensure the organization is operating in a manner that supports the needs of the program and staff.
- In consultation with Board, determine staffing needs, and hire, train, and manage staff and contractors as appropriate; conduct and/or support IAPF-USA Human Resources (HR) functions (from recruiting to termination,



creation of documentation and policies, etc.) with guidance from legal counsel and other resources as necessary; support international HR activities as requested.

- Prepare and submit to the Board a proposed annual budget and monthly financial statements accurately reflecting the financial conditions of the organization.
- Ensure that IAPF is deploying nonprofit industry best practices and operating within all federal, state, and local laws and requirements.
- Ensure preparation and submission of all required federal, state, and local, employment, IRS, tax, and other regulatory documentation.
- Evaluate and integrate the consulting firm (4M) currently providing back-office development and tax filing support.

### **REQUIRED QUALIFICATIONS, KNOWLEDGE AND ABILITIES**

- Bachelor's degree from an accredited institution of higher education or relevant professional experience
- 10+ years direct nonprofit management experience with a successful track record of raising \$8M or more per annually.
- Successful experience in a lean, hands-on, practical environment, keen to do the work yourself until and after a staff is built.
- Demonstrated experience in leading people and teams to success by focusing on strategic objectives and maximizing the potential of key staff members.
- 8+ years of experience in nonprofit fundraising with a thorough knowledge of fundraising principles and major gifts management
- Demonstrated ability to personally raise \$1M for a nonprofit organization
- Supervisory experience of at least a 4+ person department (including part-time, contractors, and volunteers)
- Experience managing external consultants and vendor relationships
- Ability to convey a vision of IAPF-USA's strategic future to staff, board, volunteers, and donors.
- Ability to visit field operations in Africa at least once per year.
- Ability to manage multiple projects and meet deadlines while maintaining a positive attitude.
- An exceptional communicator, both in writing and orally; a person who gets energy from connecting with individuals, aligning the case for support and creating opportunities for engagement.
- Proven fundraising skills (especially grants and major donors). Impressive history of delivering fundraising goals and implementing an effective development strategy.
- Strong financial management abilities and history of responsibility for budgets of \$5M or more.
- Reputation for consistently achieving goals by mastering process and building consensus.
- Proven ability to collaborate with and motivate board members and other volunteers.



## DESIRED SKILLS & COMPETENCIES

- Emotionally mature with a very good sense of humor and the flexibility and sensitivity to work with diverse personalities and situations.
- Entrepreneurial with the passion to grow an organization that will save animals and improve lives in Africa.
- Engaging leadership style to effectively interface and influence significant funders.
- Proven ability to manage the staffing challenges associated with a growing organization, including developing a competitive edge for hiring and retention
- Excellent strategic planning capabilities, including the ability to anticipate the talent and organization implications and priorities.
- Ability to analyze, interpret and present data to support challenges and initiatives.
- Success in leading a start-up environment.
- Proficiency in Microsoft Office, Word, Excel and PowerPoint.

## LOCATION & TRAVEL

This position will be located on the east coast of the US with a preference for New York or DC. Travel is anticipated to be 25% with at least one trip to the field annually.

## APPLICATION PROCESS

Please email nominations or your resume and cover letter in MSWORD (not pdf), to [cydnee@dubrof.com](mailto:cydnee@dubrof.com).

The Dubrof Group is committed to social justice and access to opportunity; we actively cultivate relationships with leaders with varied life experiences and the skills needed to lead strong, innovative organizations. The team is also committed to your privacy and to protecting your personal data. To view The Dubrof Group's privacy policy, please visit [www.dubrof.com](http://www.dubrof.com).

*This job description is not a contract - IAPF reserves the right to change its contents at any time. IAPF complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. IAPF is an Equal Opportunity Employer.*