



© Bjorn Olesen

## **Trusts & Foundations Manager**

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

**Sir David Attenborough,**  
Fauna & Flora Vice-president

# Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

## Fundraising Team

The Fauna & Flora fundraising department aims to fund our conservation programmes both directly through restricted and semi-restricted sources of income as well as enabling our growth, innovation and financial sustainability by increasing our unrestricted income.

The team consists of around 25 individuals, focussing on raising income from statutory donors, individuals and trusts and foundations, with a primary focus in the UK, Europe and the USA. As part of the Communications & Fundraising directorate, we work closely with Fauna & Flora's communications team on publications, reports and digital communications. As part of the overall Fauna & Flora Global Conservation Programme, we work closely with regional, country and project teams to build productive relationships with donors and to design projects that work to deliver impact.

The fundraising programme is central to the Fauna & Flora 2030 objective of at least doubling our annual income to circa £80m.

The Institutional Funding team focuses on positioning Fauna & Flora with priority statutory donors and professional foundations and building knowledge and capacity of these donors across Fauna & Flora, to secure new income, to support excellent grant and relationship management, and to influence the shape and focus of donor support for conservation globally.

## The Opportunity

In joining Fauna & Flora's Trusts & Foundations team, you will be playing an important role in supporting international environmental conservation efforts, alongside an amazing global network of colleagues, partner organisations and donors.

The Trusts & Foundations Manager will work in the Institutional Funding department, to manage and develop an existing portfolio of donors that fund the organisation's work.

Our success to date is far reaching with donors from all corners of the world supporting Fauna & Flora to deliver over 130 projects in more than 40 countries. To build on this, we are seeking an experienced fundraiser, with a proven track record in fundraising from trusts and foundations and/or government bodies, or in a comparable field. The role will suit someone with external facing experience to influence funder giving, and you will use your excellent relationship management skills to strengthen links with funders and cultivate opportunities for growth. Experience in securing funds from the USA and/or mainland Europe is desirable.

A key part of the role is also working with Fauna & Flora's conservation programme teams to build the fundraising pitch and turn their visions into accurate and compelling proposals and reports - you will have excellent attention to detail when it comes to writing and reviewing documents.

Success in this role is only possible through good working relationships and a pro-active approach. Interpersonal and time-management skills are critical to enabling you to build strong internal working relationships, as you bring information together to meet deadlines.

Our ideal candidate will also have a passion for conservation and the environment, and clearly demonstrate their commitment to Fauna & Flora's values.

**Meet your manager:**

In this role you will be line managed by Amy Winterbourne, Senior Trusts & Foundations Manager. Amy has been with Fauna & Flora since 2015. She oversees the growing portfolio of Trusts & Foundations that support the organisation.

We are a welcoming and ambitious department, and have supported significant growth in the organisation's restricted income, so this is a great opportunity to advance your fundraising career and join us in saving nature, together!

**This role is not eligible for sponsorship for a Skilled Worker Visa.**

## Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	Six months
<b>Gross Salary:</b>	£38,410 per annum
<b>Location:</b>	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK
<b>Benefits:</b>	25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time Fauna & Flora UK offices are closed  For employees on UK-based contracts, Fauna & Flora currently provides a pension contribution of 8% of salary after 3 months' continuous employment.  Group Life insurance, currently set at a benefit of 4 x basic salary
<b>Hours of Work:</b>	This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive.

# Job Description

**Job Title:** Trusts & Foundations Manager

**Reporting to:** Senior Trusts & Foundations Manager

**Key internal relationships:** Senior Leadership Team  
Institutional Funding Team  
Philanthropy Team  
Project Managers and Programme Teams  
Finance Business Partner and Finance Team  
Communications Team  
Legal Team

## **Purpose:**

To support Fauna & Flora to raise significant restricted and unrestricted funding from an allocated portfolio of priority Trusts & Foundation funders, with a focus on managing existing relationships to grow and maintain long-term and successful partnerships. To lead strategic planning for key accounts and work with internal stakeholders to produce compelling and high-quality concepts, proposals and reports for donors ensuring alignment with our 2030 strategy.

## **Responsibilities:**

### **Relationship management**

- Develop and implement organisation-wide donor engagement/stewardship plans for key donors from an allocated portfolio
- Provide excellent relationship management, including leveraging events, our programme of work, and senior colleagues in Fauna & Flora to retain and uplift support.
- Ensure an ongoing pipeline of funding opportunities, commissioning and coordinating research and establishing best project fit and most effective method of engagement; with a particular focus placed on donors capable of providing 6 and 7 figure grants
- Identify and lead on opportunities to add value to donor relationships outside of formal reporting requirements, including but not limited to, meetings, donor visits, media sharing and events
- Support the coordination and feed into briefings for CEO and other staff members around meetings (happening globally) with key Foundation representatives
- Ensure effective knowledge management of portfolio through excellent administration via the use of Fauna & Flora's database and internal systems

### **Development of high-quality fundraising materials**

- Collaborate with colleagues across Fauna & Flora to develop and review high quality and compelling communications, proposals and reports for trusts and foundations, ensuring alignment with organisational priorities and donor requirements
- Where appropriate, feed into project design to ensure planned work is logical and robust

### **Strategy**

- Contribute to the planning and implementation of Fauna & Flora's Trusts & Foundations Fundraising Strategy, and wider Institutional Funding plans as part of the Institutional Funding Team
- Contribute to quarterly team planning and reporting processes to support the team's efficient operations

### **Other duties**

- Stay abreast of current conservation practice through liaison with programme teams, and attending seminars, team meetings etc as relevant.
- Support the review of grant agreements working with the Legal team to ensure appropriate alignment with Fauna & Flora's programmatic, communications and organisational needs
- Adhere to relevant fundraising legislation, including compliance with the Fundraising Regulators guidelines
- Adhere to Data Protection legislation and Fauna & Flora's policies and procedures relating to the processing and storing of data
- Undertake Action Learning Reviews to support learning and building good practice
- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position, as requested by your line manager, commensurate with your skills and experience

### **Travel**

UK and international travel may be required. Candidates must be willing, on occasions and where reasonable, to work out of office hours supporting fundraising events as appropriate.

# Person Specification

	Essential	Desirable
<b>Skills, knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills (in English), including proposal writing, report writing and delivering presentations</li> <li>• Strong interpersonal, influencing and networking skills</li> <li>• Strong organisational skills, with structured and methodical approach to work and a clear focus on results</li> <li>• Ability to work to a demanding workload and multiple deadlines</li> <li>• Excellent attention to detail</li> <li>• Microsoft Office skills, IT literate and confident user of fundraising databases</li> <li>• Experience developing and managing donor relationships at the highest level through written and face-to-face communication</li> <li>• Demonstrable employment experience securing funds from trusts and foundations and/or government bodies, or in a comparable field</li> <li>• Thorough understanding of the principles and practice of restricted fundraising</li> <li>• Understanding of conservation/ environmental issues</li> <li>• Experience compiling engagement and stewardship plans</li> </ul>	<ul style="list-style-type: none"> <li>• Other language skills (written and spoken)</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrates Fauna &amp; Flora's values</li> <li>• Results driven</li> <li>• Able to work calmly under pressure</li> <li>• Builds positive personal and organisational relationships</li> <li>• Comfortable working under own initiative and managing tasks with autonomy</li> <li>• Good team player</li> <li>• Willingness to learn new skills</li> <li>• Commitment to and empathy with Fauna &amp; Flora's mission and vision</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Pre-existing right to work in the UK</li> </ul>	

# Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

## How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to [amy.winterbourne@fauna-flora.org](mailto:amy.winterbourne@fauna-flora.org)

Please mark your application '**Trusts & Foundations Manager**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday, 30 June 2024**. Interviews are likely to take place during the week commencing Monday, 8 July 2024.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

# Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, People Adviser, by Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org)

**Fauna & Flora values diversity and is committed to equality of opportunity**