



Credit: Jeremey Holden/FFI

Major Donor Events Manager

“In the past century FFI 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,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

Team

The FFI Fundraising team currently consists of around 20 individuals split into three sections – Supporter Development, Major Donors and Trusts & Foundations.

The Opportunity

This critical post will focus on supporting the development and implementation of FFI's exciting programme of fundraising events – mainly in the UK (London and Cambridge) but you may be involved in supporting events in the US (New York and Washington and elsewhere), Australia (Melbourne and Sydney), and Europe.

We are looking for an experienced event manager to develop and deliver an outstanding programme of events, including dinners and receptions, for high net worth individuals. You will be confident in dealing with major donors, celebrities and senior staff and Trustees, and will be results driven and highly organised with a fine attention to detail. You will be a team player, able to work effectively with colleagues across our global organisation.

In return you will have the opportunity to help deliver inspiring events, potentially working with high profile celebrities and major supporters, delivering funding for our conservation programmes around the world. You will be working within an exciting, friendly and lively team that is part of a groundbreaking and entrepreneurial organisation at the forefront of global conservation.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	circa £34,000
Location:	Fauna & Flora International, Cambridge, UK (some remote working from within the UK may be considered)
Benefits:	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 FFI UK offices are closed

For employees on UK-based contracts, FFI 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

Hours of Work: This is a full-time position working 37.5 hours per week, Monday-Friday inclusive

Job Description

Job Title: Major Donor Events Manager

Reporting to: Philanthropy Adviser

Key Relationships: Head of Philanthropy and Major Donor team

Purpose:

To raise significant unrestricted and restricted funds for FFI through the delivery of high quality major donor fundraising events and donor trips.

Specific Duties:

Event Management

- Take a lead role in all aspects of event organisation across FFI's annual event portfolio, with the aim of raising funding for FFI's programmes and developing relationships with FFI supporters, including:
 - project managing schedules to ensure activities are delivered according to plan and budgets, and in compliance with the Fundraising Regulator best practice guidelines and tax advice
 - developing a robust events strategy, promoting relevant FFI programmes, and utilising key speakers and celebrities strategically
 - ensuring event budgets are managed effectively and in accordance with FFI procurement and finance procedures, and that any fundraising opportunities are maximised
 - supporting the US team with planning and event strategy
 - planning and executing external events and collaborations.
- Produce accurate and compelling information for events, including invitations, guest lists and biographies, project information, table plans, staff briefing notes, badges, website pages etc
- Liaise with the communications team to maintain the Events page on the FFI website, and develop event content in line with their branding guidelines, and keep abreast of the yearly event calendars from other NGOs and other relevant organisations
- Ensure effective event administration including recording responses and donations
- Liaise with suppliers including venues, caterers and AV companies

- Manage logistics for overseas speakers, FFI staff and VIPs visiting to attend FFI events, including travel and hotel bookings and visa requirements

Donor Group Travel

- Take a lead role in all aspects of Major Donor group trip organisation within FFI's Major Donor Communications Programme, including:
 - project managing trips to ensure activities are delivered according to the Major Donor Communications Programme schedule
 - developing compelling group trip experiences, promoting relevant FFI programmes, and utilising key speakers strategically
 - ensuring budgets are managed effectively and in accordance with FFI procurement and finance procedures, and that any fundraising opportunities are maximised
- Produce accurate and compelling information for trips, including invitations, guest lists and biographies, project information, table plans, staff briefing notes, badges, website pages etc
- Liaise with the Major Donor Programme Manager in the promotion of trips through our Major Donor communication channels, and keep abreast of the yearly event calendars from other NGOs and other relevant organisations
- Ensure effective trip administration including recording responses and donations
- Liaise with suppliers including venues, caterers and AV companies

Major donor communications programme

- Working with the Major Donor team, support FFI's major donor fundraising and communications activities for maximum return on investment, preparing and implementing annual strategies against FFI's business plan to meet fundraising targets
- Ensure adherence to FFI finance protocols and relevant fundraising legislation including compliance with the Fundraising Regulators guidelines
- Ensure adherence to Data Protection legislation and FFI policies and procedures relating to the processing and storing of data
- Undertake research on current and prospective major donors to identify funding potential, establish project fit and most effective method of engagement
- Stay abreast of current conservation practice through constant liaison with programme teams, and attending seminars, team meetings etc as relevant

Other duties

- Support the Annual General Meeting event

Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills, with ability to tailor messaging to different audiences 	<ul style="list-style-type: none"> • Ability to convey FFI's work with confidence and credibility • Other language skills (written and spoken) particularly European

	<ul style="list-style-type: none"> • Excellent people skills and the ability to forge good working relationships, including with FFI's supporters, staff and stakeholders • Persuasive writing skills • Strong organisational skills, with structured and methodical approach to work and a clear focus on results • Ability to work to multiple deadlines, and prioritise workload effectively • Microsoft Office skills, IT literate and confident user of databases • Excellent proof reading skills • Strong research skills 	
Knowledge and experience	<ul style="list-style-type: none"> • Substantial experience of special event management such as receptions or dinners • Experience of dealing with event suppliers including caterers and venues and AV companies • Experience of liaising with senior staff / executives/ volunteers. • Experience booking group trips 	<ul style="list-style-type: none"> • Experience of organising special events for major donors • Experience in organising international events • Understanding of conservation/ environmental issues • Experience of due diligence processes • Knowledge of charity law and tax implications of corporate affinity programmes • Experience in fundraising within an international organisation • Experience with databases, preferably CRMs • Experience of using an email marketing package such as Campaign Monitor • Experience of using online ticketing sites such as Eventbrite
Behavioural qualities	<ul style="list-style-type: none"> • Able to work calmly under pressure • Results driven • Builds positive personal and organisational relationships • A team player • Able to lead as well as support others • Willingness to learn new skills • Commitment to FFI's mission and values 	<ul style="list-style-type: none"> • A passion for conservation • An interest in marketing

FFI 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 International (FFI) 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 supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to Rebecca.costello@fauna-flora.org.

Please mark your application '**Major Donor Events Manager.**'

The closing date for applications is **28 November 2021**. Interviews are likely to be held during the week commencing **8 December 2021**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

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

FFI 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, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity