Senior Trusts & Foundations
Account 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, whilst improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, and 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.

Fundraising & Communications Department

The FFI Fundraising & Communications team currently consists of 30 individuals, focussing on raising income from individuals and trusts and foundations, with a primary focus in the UK, Europe and the USA, and on publicity, publications and online communications. There is also a statutory fundraising team working on grants from governments and multilateral organisations. We are a hardworking team, committed to delivering our income targets to meet the organisation’s needs, but fun and friendly – there is never a dull moment!

The Opportunity

This is a truly exciting time to be joining FFI’s Fundraising Team. We have been honing our fundraising and have created what we believe to be an industry-leading programme, built on developing and nurturing long-term relationships with the people who support our conservation work.

The Trusts & Foundations team is an ambitious team which has supported growth in income. In 2020, FFI raised over £26 million, of which £12.5m came from trusts and foundations. Our success to date is far reaching with current relationships spanning Europe, the USA and Australia. We have set our sights on expansion, developing new opportunities across Europe and in the USA.

We are seeking a Senior Trusts & Foundations Account Manager to join our successful team. Committed to conservation and the environment, you will use your relationship management skills to strengthen links with existing funders, cultivate opportunities already discovered, as well as identify potential new sources of income for FFI and establish new relationships. Using your excellent written skills and knowledge of good project development and delivery, you will work directly with FFI’s conservation programme teams to turn their visions into compelling proposals and their work into accurate reports. Confidence in meetings and networking is essential. You may be required to travel both in the UK and internationally to cultivate relationships with current and prospective donors. You will be as tenacious as you are persuasive, your excellent interpersonal skills will enable you to build strong internal working relationships, as you bring information together to meet deadlines.

You will have a substantial proven track record in trusts and foundations fundraising or in a comparable field. Experience in securing funds from the USA, mainland Europe and international foundations is desirable, as is experience of working internationally.
In return, the role offers the opportunity to work within an exciting, friendly and lively team within an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, FFI offers a generous pension contribution, attractive annual leave allowance and life insurance. Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes’ walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date: As soon as possible
Duration of Contract: Permanent
Probation Period: Six months
Salary: circa £33,000 per annum
Location: Fauna & Flora International, Cambridge. Current policy offers partial remote working within the UK. Regular visits to Cambridge will be required.

Benefits: 25 working days’ annual holiday entitlement pro rata 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 to Friday inclusive.

Job Description

Job Title: Senior Trusts & Foundations Account Manager
Reporting to: Head of Trusts & Foundations

Key internal relationships: Trusts & Foundations Team
Philanthropy Team
Fundraising Team
Project Managers and Programme Teams
Finance Business Partner and Finance Team
Statutory Funding Team
Legal Team
Responsibilities:

Account Management
- Manage a portfolio of trusts and foundations ensuring individual accounts are managed effectively with both foundation and FFI requirements met
- Work with programme teams to develop accurate and compelling communications for trusts and foundations including written proposals, presentations, reports and online information
- Work with team members and Head of Trusts & Foundations to develop individual cultivation and solicitation plans for trusts and foundations and manage their implementation to raise maximum income for FFI
- Ensure effective administration of accounts through use of FFI’s database systems including for prospect management, tracking of key performance indicators including income, and ensuring adherence with FFI finance protocols
- Adhere to relevant fundraising legislation, including compliance with the Fundraising Regulators guidelines
- Adhere to Data Protection legislation and FFI policies and procedures relating to the processing and storing of data
- Work closely with the CEO, other SMT and MT members, and senior volunteers such as Council members to help in the development of relationships with trusts and foundations and to identify key contacts within their networks

Strategy
- Support the Head of Trusts & Foundations to plan and implement FFI’s Trusts & Foundations Fundraising strategy, and track and evaluate progress on an annual basis against the business plan and annual budgets
- Track and evaluate own activities against team plans and budgets on an ongoing basis with the Head of Trusts & Foundations, providing regular income and progress reports
- Ensure an ongoing pipeline of new funding opportunities by undertaking research on current and prospective trusts and foundations to identify funding potential, establish best FFI project fit and most effective method of engagement; a particular focus is placed on prospects capable of providing 6 and 7 figure grants
- Work with Head of Trusts & Foundations, Trusts & Foundations Account Managers, finance and programme teams to identify projects with funding shortfalls and institutional priorities
- Work with the Head of Trusts & Foundations, Trusts & Foundations Account Managers, finance and capacity teams to coordinate trust and foundation approaches across FFI and its partners
- Support FFI’s Conservation Science and Design team to manage large internal funds
- Support the Head of Trusts & Foundations to develop income from trusts and foundations globally, with a particular focus on developing new opportunities

Business Relationships
- Lead on managing FFI’s Commercial Participator Programme
- Lead on logo and image licensing with Commercial Participators, negotiating and agreeing arrangements, working with the FFI Legal Team and other Communications & Fundraising Teams to develop extra value from publicity, events, etc
- Manage relationships with Commercial Participators
- Support other business partnerships as required
Other duties

- Work with conservation and capacity teams to provide fundraising advice and opportunities to FFI partner organisations
- Stay abreast of current conservation practice through constant liaison with programme teams, and attending seminars, team meetings etc as relevant.
- Assist in the planning and implementation of opportunities to engage with trusts (and trustees) e.g. fundraising events, seminars, conferences, donor visits to projects
- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position, including attendance of FFI fundraising events

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

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<th>Essential</th>
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<td><strong>Skills</strong></td>
<td>• Excellent written and oral communication skills (in English), including proposal writing, report writing and delivering presentations</td>
<td>• Other language skills (written and spoken)</td>
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<td>• Strong interpersonal, influencing and networking skills</td>
<td>• Experience of researching trusts and foundations</td>
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<td>• Ability to convey FFI’s work with confidence and credibility</td>
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<td>• Strong organisational skills, with structured and methodical approach to work and a clear focus on results</td>
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<td>• Strong research skills</td>
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<td>• Ability to work to a demanding workload and multiple deadlines</td>
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<td>• Microsoft Office skills, IT literate and confident user of fundraising databases</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Experience developing and managing donor / income relationships at the highest level through written and face-to-face communication</td>
<td>• Experience coordinating trust fundraising across multiple projects within a global context</td>
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<td>• Demonstrable employment experience securing funds from trusts and foundations, or in a comparable field</td>
<td>• Experience in fundraising within an international organisation</td>
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<td>• Experience in securing funds internationally including from the US and mainland Europe</td>
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Thorough understanding of the principles and practice of trust fundraising
Understanding of conservation/environmental issues
Proven track record in identifying, and developing new funding relationships

Understanding of the characteristics of project development and delivery, including logframes, SMART objectives, and monitoring and evaluation

Behavioural qualities
Results driven
Tenacious
Able to work calmly under pressure
Builds positive personal and organisational relationships
Comfortable working under own initiative and managing tasks with autonomy
Good team player
Willingness to learn new skills
Commitment to FFI’s mission and values

How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted to Michael Krause at michael.krause@fauna-flora.org

Please mark your application ‘Senior T&F Account Manager’ and indicate where you saw this position advertised.

The closing date for applications is Monday, 18 April 2022. Interviews will be held during the week commencing 25 April 2022. Candidates selected for interview will be contacted by email after the closing date.

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

FFI values diversity and is committed to equality of opportunity.