



Programme Development Manager, Statutory Funding

Cross-cutting Programmes

“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 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.

The Statutory Funding Team

FFI is organised around programme delivery in four regions – Asia Pacific, Eurasia, Africa and the Americas & Caribbean. These are supported by cross-cutting programmes, focused on the technical excellence and effectiveness of FFI's conservation work, developing different approaches to conservation and ensuring their integration within the regional portfolios. The Statutory Funding team sits within the cross-cutting programmes, alongside Conservation Science & Design, Conservation Capacity & Leadership, Climate and Nature Linkages, Corporate Sustainability, Wildlife Trade and Social Equity, Agriculture, and Enterprise. The Statutory Funding team focuses on positioning FFI with priority statutory donors and building knowledge and capacity of these donors across FFI, to secure new income and support excellent grant and relationship management.

The Opportunity

FFI is seeking a highly experienced professional to manage FFI's fundraising from a portfolio of statutory (government and multilateral) donors.

You will support colleagues and partners to develop high-quality proposal packages for priority donors and ensure their timely submission. You will coordinate proposals and reporting internally, and ensure all documents produced for donors meet their criteria, as well as follow FFI approval and submission procedures. You will work with others across the organisation to identify and agree priorities, and work within the Statutory Funding team to ensure those priorities are addressed. You will monitor FFI's activities in statutory fundraising and fund management, and support internal decision-making and strategy development by sharing this learning.

Experience of working with government and multilateral sources is essential for this role. You will have proven experience of securing funding from these sources, and a strong understanding of how statutory donors and funding programmes support the achievement of international targets and government priorities.

Strong relationship-management and communications skills are essential to the role, to develop positive, collaborative relationships with internal and external stakeholders, including regional teams, non-governmental partners, and government agencies. You will be as tenacious as you are persuasive, and your excellent interpersonal skills will enable you to extract information to meet timelines. You will be a strong team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. With a proactive and pre-emptive approach to your work, you will seek to add value and work with minimal

supervision.

Fluency in written and spoken English is essential. Skills in languages relevant to FFI's programme are highly desirable. Sensitivity to the different working environments and capacities of colleagues around the world is also essential.

In return, the role offers the opportunity to work within a ground-breaking and entrepreneurial organisation, at the forefront of global conservation, with opportunity to apply your skills and expertise where appropriate. 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:	12 months fixed term contract to provide cover for long term absence
Probation Period:	Three months
Salary:	Circa £33,000 per annum
Location:	Fauna & Flora International, Cambridge Current policy offers partial remote working within the UK
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. Part-time working hours (minimum 80%) may be considered.

Job Description

Job Title: Programme Development Manager, Statutory Funding, Cross-cutting Programmes

Reporting to: Head of Statutory Funding, Cross-cutting Programmes

Key Relationships: Statutory Funding Team
Statutory Funding consultant (US)
Trusts & Foundations and Philanthropy teams
Regional programmes
Cross-cutting programmes
Finance Business Partners
Senior Management Team

Purpose:

The Programme Development Manager, Statutory Funding will help FFI identify and win appropriate statutory funding opportunities globally, working closely with FFI fundraising and programme teams; and help ensure the Statutory Funding team functions smoothly and fulfils its internal function well.

Applications

- Work with programme and finance staff to ensure high quality proposals are designed and submitted on time and in full compliance with FFI policies and procedures
- Support project design to ensure planned work is logical and robust
- Support proposal coordination, writing and development, including supporting documents, to ensure statutory proposals are technically sound and meet donor requirements
- Review statutory funding proposal packages, to ensure completeness, integrity of information and alignment across the various documents
- Review proposal budgets and expense reports to ensure consistency with narratives, and alert discrepancies to relevant programme and finance staff

Relationships

- Identify opportunities to add value to donor relationships outside of formal reporting requirements, including but not limited to, meetings, public communications and events
- Lead head office level relationship building with donors, or support others as appropriate
- Review and edit statutory donor reports to ensure quality and consistency of information

Internal capacity

- Contribute to statutory team planning, documentation, annual reporting, and reviews to support the team's efficient and successful operations and a strong sense of team
- Maintain an overview of FFI's current statutory grant portfolio, provide regular analysis and reports to identify and share opportunities and risks
- Provide clear guidance and support on FFI internal processes as they relate to project, proposals and reports, to ensure proper accountability

General

- Undertake any other tasks commensurate with the position that may be requested, by your Line Manager

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent written and oral communication skills (English), including proposal writing and report writing• Strong interpersonal skills• Excellent numerical and data management skills, including strong Excel skills• Strong organisational skills, with structured and methodical approach to work• Ability to prioritise and meet strict, often externally-set, deadlines• Meticulous attention to detail	<ul style="list-style-type: none">• Skills in languages relevant to FFI's programme portfolio, in particular Spanish, French, Bahasa Indonesia
Knowledge and experience	<ul style="list-style-type: none">• Proven track record of securing funding from the US government or the EU• Knowledge of statutory donor processes, priorities and internal structures• Demonstrated ability to set and manage processes involving numerous internal stakeholders	<ul style="list-style-type: none">• Experience of securing funding from other government and multilateral donors for international conservation work, including the UK, German, French, Dutch or Norwegian governments, UN agencies or GEF
Behavioural qualities	<ul style="list-style-type: none">• Self-starter, with ability to work well under own initiative• Team player, demonstrating ability to seek out and harness the views and contributions of others• Shows initiative and a positive approach to dealing with challenges and problems• Ability to build positive personal and organisational relationships• Politically astute and diplomatic• Commitment to organisational and legal compliance and to responsible management of donor funds• Ability to work in a multicultural context	

Other	<ul style="list-style-type: none">• Commitment to FFI's mission and values	<ul style="list-style-type: none">• Ability to undertake international travel
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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 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 amy.duthie@fauna-flora.org

Please mark your application '**Programme Development Manager, Statutory Funding**'.

The closing date for applications is **Sunday, 15 May 2022**. Interviews are likely to be held remotely, week commencing **23 May 2022**. 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 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