Philanthropy Engagement Officer

“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.

Fundraising & Communications

The FFI Fundraising & Communications team currently consists of approximately 30 staff, raising income from individuals, trusts and foundations and companies, primarily 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.

The Opportunity

This is an exciting time to be joining FFI’s Philanthropy Team, who have created a successful major gift programme built on developing and nurturing long-term relationships with the people who support our conservation work.

Our focus is to recruit and steward individuals who give gifts of £10,000+ in support of global biodiversity conservation. Our success to date is far reaching, with current relationships spanning Europe, the USA and Australia. Now we have set our sights on expansion, developing new opportunities.

This critical post will focus on supporting the development and implementation of FFI’s exciting Major Donor Engagement Programme – supporting events, travel, communications and donor reporting aimed at our international high-value supporter base.

We are looking for a motivated Philanthropy Engagement Officer to support and help deliver an outstanding programme of communications and fundraising events, including dinners, receptions and webinars. You will be confident in interacting with high net worth individuals and VIPs, and will be highly organised with a fine attention to detail. You will be a team player, able to work effectively with colleagues across our global organisation. You will be an effective communicator, with experience of fundraising events, digital communications and creating engagement materials that influence diverse audiences.

In return you will have the opportunity to support the delivery of an engaging stewardship programme, communicating conservation impact and nurturing key relationships, which in turn delivers funding for our work to save threatened species and habitats around the world. You will be working within a friendly and lively team that is part of a groundbreaking organisation at the forefront of global conservation.
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 £25,000 per annum

Location: Fauna & Flora International, Cambridge, UK
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

Job Description

Job Title: Philanthropy Engagement Officer

Reporting to: Philanthropy Engagement Programme Manager

Key Relationships: Head of Philanthropy and Major Donor team;
Communications Team;
Trusts & Foundations Team
Supporter Recruitment and Development Team
Project Managers and Programme Teams

Purpose: To raise significant unrestricted and restricted funds for FFI by supporting the delivery of the Major
Donor Engagement Programme.

**Specific Duties:**

**Events**
Working with the Major Donor Events Manager in the delivery of events across FFI’s annual event portfolio, with the aim of raising funds and developing relationships with FFI supporters (with a focus on major donors), including:

- Liaising with suppliers, including venues, caterers and AV companies
- Booking of transport and accommodation arrangements for staff and speakers
- Supporting data preparation and the sending of event communications
- Working with the Prospect Research Officer to ensure records up to date regarding Event Attendance and Communication
- Providing technical support for webinars and in-person event support
- Carrying out administrative tasks on external events including logging budget information
- Working with the Supporter & Development Team to deliver the Annual General Meeting.
- Creating event literature e.g. presentations, design and copy for invitations, brochures etc

**Travel Programme**
Working with the Major Donor Events Manager with group trip organisation within FFI’s Major Donor Engagement Programme:

- Ensuring effective trip administration including recording responses and donations, liaising with suppliers including venues, accommodation and transport, and leading on the finance procedures for these including purchase orders, agreements and sub grant agreements.
- Develop materials including design and copy for trip literature e.g. brochures etc.

**Engagement/Communications**
Working as part of the Major Donor team (both UK & USA) to develop engagement materials for Major Donors, including:

- Developing communications materials in various formats; including leading on writing copy and proofing enews, event invitations, as well as design (InDesign / PowerPoint / Campaign Monitor)
- Proposal and report development (writing/proofing/design)
- Lead on collating the Major Donor annual survey/outreach responses
- Work with colleagues from across the organisation to develop opportunities to showcase the impact of our work

**Other Duties:**

- Help facilitate meetings (online or in person) for senior FFI staff to meet with FFI supporters
- When required, handle ad-hoc donor requests received by FFI’s Major Donor Team
- Contribute to team and wider organisational meetings as appropriate, developing in-depth knowledge of team and department activities
- Adhere to Data Protection legislation and FFI policies and procedures relating to the processing and storing of data
- Any other duties that are within the scope and remit of the role and as agreed with your manager

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

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<td><strong>Skills</strong></td>
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<td>- Excellent written and oral communication skills, with ability to tailor messaging to different audiences&lt;br&gt;- Excellent people skills and the ability to forge good working relationships, including with FFI’s supporters, staff and stakeholders&lt;br&gt;- Strong organisational skills, with structured and methodical approach to work and a clear focus on results&lt;br&gt;- Ability to work to multiple deadlines, and prioritise workload effectively&lt;br&gt;- Excellent Microsoft Office skills, IT literate and confident user of databases&lt;br&gt;- Excellent proof-reading skills&lt;br&gt;- Strong research skills</td>
<td>- Design skills and proficiency in InDesign software&lt;br&gt;- Ability to convey FFI’s work with confidence and credibility&lt;br&gt;- Other language skills (written and spoken) particularly European</td>
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<th>Knowledge and experience</th>
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<td>- Proven experience in a fundraising/events or marketing role&lt;br&gt;- Experience of event management, including dealing with event suppliers such as caterers and venues and AV companies&lt;br&gt;- Experience of travel organisation including booking group trips</td>
<td>- Experience of organising special events for major donors&lt;br&gt;- Experience in organising international events&lt;br&gt;- Understanding of conservation/environmental issues&lt;br&gt;- Experience of due diligence processes&lt;br&gt;- Knowledge of charity law and tax implications of corporate affinity programmes&lt;br&gt;- Experience in fundraising within an international organisation&lt;br&gt;- Experience with databases, preferably CRMs&lt;br&gt;- Experience of using an email marketing package such as Campaign Monitor&lt;br&gt;- Experience of using online ticketing sites such as Eventbrite&lt;br&gt;- Understanding of GDPR</td>
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| Behavioural qualities | • Good team player, with ability to develop excellent personal and organisational relationships  
• Ability to problem solve and proactively troubleshoot  
• Comfortable working under own initiative and managing tasks with autonomy  
• Results driven  
• Committed to excellent presentation  
• Meticulous attention to detail  
• Willingness to learn new skills | • A passion for conservation  
• An interest in marketing |
|---|---|
| Other | • Entitlement to work in the UK  
• Commitment to FFI’s mission and values |
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 ‘Philanthropy Engagement Officer’.

The closing date for applications is Tuesday, 26th April, 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