



Development Manager, Fauna & Flora International – USA

“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-USA, Inc. (FFI-USA) was formed in the United States in 2016 as a nonprofit organization under Section 501(c)(3) of the Internal Revenue Code (EIN #81-3967095) for charitable, scientific and educational purposes, including the conservation and sustainable management of biodiversity throughout the world and in particular as it supports the international program of work of Fauna & Flora International (FFI), a registered non-profit charitable organization with its global headquarters in Cambridge, United Kingdom.

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.

The Opportunity

Over the next five years, FFI aspires to enhance its global impact through investment, growth, visibility and influence. A key part of this will be through greatly expanding awareness and visibility of its programs among US target audiences and by exponentially increasing its fundraising efforts and results. A critical step to enabling this transformation will be the development of an operational and fundraising team for FFI-USA, Inc. that can drive forward efforts in the US to support FFI's goal to substantially grow its revenue and solidify its operations over the next five years. The Development Manager is the first step in this process, and will support the Senior Business Development Executive and other fundraising team members (to be recruited), to develop and nurture a growing FFI presence as well as a portfolio of US donors to raise substantial income in support of FFI's global mission. The role will also support operational elements of running FFI USA.

Reporting Relationships

The Development Manager will report to the Senior Business Development Executive and work in close collaboration with the wider fundraising and communications team in the USA and UK, as well as developing wider relationships across the organization.

The US team will be supported by the global organization in terms of specialist functions including finance, IT, programmatic information and expertise, HR, communications etc.

The Ideal Candidate

You will bring excellent interpersonal and relationship management skills, together with administrative and organizational skills and office operations experience. A self-starter, you will be able to work both independently and as part of a growing team. Ideally you will have some experience in fundraising with an understanding of the US fundraising market. With a keen interest in the natural world, you will be excited by the opportunity to work for a ground-breaking organisation at the forefront of global conservation.

Core Responsibilities

1. Fundraising:

Support the US fundraising team to manage and grow a portfolio of donors through:

i. Supporter Stewardship

- Draft correspondence and receipts for donors and prospects, and ensuring responses are sent in a timely manner and in line with IRS requirements
- Manage general enquiries (by telephone, email, letter)
- Ensure all correspondence is accurately recorded on the Customer Relationship Management (CRM) database
- Assist in the production of reports and proposals for US donors, including copy writing, editing, and design
- Undertake basic research on FFI donors and prospects
- Produce and maintain donor management reports from the CRM
- Support in the arrangements for online and in-person fundraising meetings
- Working closely with digital marketing team in the UK, set up Facebook ads in the US
- Support social media community management in the US after UK office hours
- Source US suppliers for postal appeals and fundraising materials

ii. Events

- Support the Senior Business Development Executive in the management of schedules, tasks, budgets for US events
- Support the Senior Business Development Executive with event communications and materials including invitations, guest biographies, project information, staff briefing notes, website pages, emails and further information
- Manage supplier relationships including venues and caterers, ensuring adherence to procurement procedures
- Ensure excellent event administration
- Support rigorous data collection to report on effectiveness of activities in line with targets
- Support effective donor meetings for visiting FFI staff from UK office and regional project sites
- Help with travel arrangements, hotel reservations, etc. for visiting FFI staff and Board members, ensuring adherence to travel and expenses policies

2. Administration

i. Governance and registrations

- Support the UK based Governance team and consultants with the administration of FFI USA state registrations
- Provide support to US Board including general administration, arranging meeting logistics, collating and distributing papers etc
- Keep FFI USA data up-to-date in U.S. charity evaluation systems – e.g. Guidestar, Charity Navigator
- Keep abreast of IRS and other fundraising regulations and guidelines to support best practice and compliance across FFI USA functions

ii. Finance

- Work with the UK based finance team (in finance and fundraising teams) to ensure all US revenue is recorded accurately and in a timely manner on the finance systems
- Support the development and monitoring of FFI USA budgets, in close consultation with the finance team
- Assist with providing documentation for annual audits
- Monitor incoming mail for checks, deposit and record in line with systems and procedures, and notify relevant parties
- Liaise with the UK finance team regarding US financial management including processing invoices and payments for suppliers and helping to develop and implement FFI USA finance processes and systems

iii. General Administration

- Undertake general office management duties including liaising with building management, ensuring office equipment and supplies are maintained appropriately, managing mail and enquiries etc
- Provide administrative support as required to UK based teams on FFI USA related matters
- Ensure accurate and up to date filing of FFI USA operations, with appropriate access in line with data protection regulations
- Provide support to the UK based HR team with FFI USA HR, including supporting employee recruitment, selection and onboarding, liaising with ADP on payroll and benefit matters and conducting research into best practice

3. Other duties

- 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
- Attend national and possibly international governance and/or fundraising meetings as required

Credentials and Personal Qualities

The following are essential:

- Substantial experience in general and finance administration and office operations;
- Experience in finance and customer relationship management databases, including inputting data, running reports, monitoring progress and results;
- Proven experience in customer relations;
- Excellent administration and numeracy skills, with meticulous attention to detail;
- Excellent verbal and written communication and interpersonal skills;
- Self-starter with 'can-do' mindset and ability to work independently and apply sound judgement; and
- Commitment to FFI values.

The following are desirable:

- Proven experience with a national and/or international not for profit organization; and
- Proven experience working in a fundraising team.

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 organization, 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

Terms of Appointment

This is a full-time position. Salary is USD 50,000 – USD 70,000, commensurate with qualifications and experience. Employee benefits include health care and retirement contributions.

The position will be located in Washington DC, with some domestic travel and the possibility of international trips. This post is hybrid and you must be able to get to DC 1 or 2 times a week.

How to Apply

Interested candidates should submit a cover letter and resume, outlining how your background, skills and experience match the qualifications of the position to alexa.lowe@fauna-flora.org

Closing date for applications is **Monday, November 28, 2022**. Interviews are likely to be held remotely during the week commencing Monday December 5, 2022.

FFI values diversity and is committed to equality of opportunity