



## Director, Institutional Funding

“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 with and alongside 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 Department

The FFI fundraising department aims to fund our conservation programmes both directly through restricted and semi-restricted sources of income as well as enabling our growth, innovation and financial sustainability by increasing our unrestricted income.

The team consists of around 30 individuals, focussing on raising income from statutory donors, individuals and trusts and foundations, with a primary focus in the UK, Europe and the USA. As part of the Communications & Fundraising directorate, we work closely with FFI's communications team on publications, reports and digital communications. As part of the overall FFI Global Conservation Programme, we work closely with regional, country and project teams to build productive relationships with donors and to design projects that work to deliver impact.

The fundraising programme is central to the FFI 2030 objective of at least doubling our annual income to circa £80m with at least 30% from unrestricted sources and with statutory funding targeted at a maximum of 30% of total income.

The Institutional Funding team focuses on positioning FFI with priority statutory donors and professional foundations and building knowledge and capacity of these donors across FFI, to secure new income, to support excellent grant and relationship management, and to influence the shape and focus of donor support for conservation globally.

## The Opportunity

This is an exciting time to join our fundraising team in a new role that brings together our Statutory Funding and Trusts & Foundations teams into a single Institutional Funding team responsible for the development and implementation of FFI's global institutional funding plan.

The Director, Institutional Funding will lead FFI fundraising from government/statutory and professional foundation sources to secure significant restricted and semi-restricted funding in support of FFI's global conservation programme. Experience of working with government and multilateral sources is essential for this role. You will have proven experience of securing funding from these restricted sources, and a strong understanding of how statutory donors and funding programmes support the achievement of international targets and government priorities. You will have the credibility and confidence to lead relationship building with these donors and to influence the shape of donor funding programmes for nature conservation globally.

The role, while part of the wider Communications & Fundraising directorate, will be fully integrated into the development and funding of our conservation programmes with matrix management from the Senior Conservation Director, Conservation Programmes. You will lead the Institutional Funding team to work closely with programme and operations teams to ensure maximum success in securing and delivering funding for FFI projects and partners.

Strong relationship-management, negotiation 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 diplomatic and persuasive, and your excellent interpersonal skills will enable you to coordinate people and processes to meet timelines. You will be a strong team leader 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.

## Terms and Conditions

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Permanent
<b>Probation Period:</b>	6 months
<b>Salary:</b>	£60,000-£65,000 per annum depending on skills and experience
<b>Location:</b>	Fauna & Flora International, Cambridge, UK Current policy offers partial remote working within the UK
<b>Benefits:</b>	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
<b>Hours of Work:</b>	This is a full-time position working 37.5 hours per week, Monday-Friday inclusive

### Job Description

<b>Job Title:</b>	Director, Institutional Funding
<b>Reporting to:</b>	(primary) Senior Conservation Director, Fundraising & Comms (matrix) Senior Conservation Director, Conservation Programme
<b>Key Relationships:</b>	Senior Leadership Team Head/s, Conservation Design & Impact Conservation Programme managers Conservation Capacity & Leadership team High Value Fundraising team and Prospect Research and Insight team Operations Team (especially Finance and Legal)

### Objectives

- To lead the team to secure significant restricted and semi-restricted funding from government and multilateral donors, trusts, and foundations in support of FFI's objectives
- To lead the participatory development and implementation of FFI's global institutional funding plan, including relationship building with donors and prospects, influencing the direction of donor grant programmes, understanding and negotiating donor requirements, prioritisation of new opportunities and the development of a robust pipeline of grants to support FFI priorities and funding gaps
- To ensure efficient information flow, prioritisation of project funding needs and application of fundraising resource, to align with FFI strategy and best harness emerging donor opportunities that allow us to fulfil our mission
- Collaborate as an active member of the global FFI Management Team and Management Forum, working towards a 'OneFFI' culture of integrated operations, advise the Senior Leadership Team (SLT) and contribute to FFI's strategy development and positioning.

### **Strategy**

- Develop and implement FFI's institutional fundraising strategy in alignment with FFI's Strategy and Business Plan, coordinated with other funding streams
- Develop and maintain systems to identify and prioritise organisational funding priorities in collaboration with conservation programmes, high value and unrestricted fundraising teams, finance and management teams
- Track and assess FFI performance in funding successes against KPIs, share learning and adapt strategy accordingly
- Ensure an ongoing pipeline of new funding opportunities, with a particular focus 7 and 8 figure grants, aligned to FFI strategy
- Work closely with conservation programme teams, project managers and partner organisations, ensuring a joined up 'One FFI' approach to proposal design, liaising specifically with the Conservation Design and Impact team to align technical design, project planning, proposal planning and reporting processes
- Work closely with the Director of Communications and Heads of Philanthropy and Supporter Recruitment and Development to ensure FFI's external communications contribute to building reputation and credibility with existing and potential funders, and that funding campaigns and approaches to other sectors are co-ordinated with maximum returns in mind for matched funding where possible.

### **Institutional Relationships**

- Oversee research into donor strategies and identify opportunities for FFI to influence their strategies and plans, working with the Prospect Research & Insight team
- Oversee development and implementation of funding and donor engagement plans, and develop systems to optimise application of fundraising effort and donor intelligence, including use of FFI's CRM system
- Lead relationship building with senior members of donor staff, working closely with SLT, MT, technical and development staff
- Empower and support FFI staff to establish mission and delegation level linkages with key donors in FFI target countries, underpinned by available donor intelligence
- Work with FFI's legal team on negotiation of donor terms & conditions as necessary, with a view to aligning with FFI's P&Ps where possible.

### **Team Management**

- Guide the development of the newly-formed Institutional Funding team, ensuring clear roles and responsibilities, line management, aligned workplans, and communicate their function internally
- Line manage the institutional funding team (c. 12 people) to empower and develop the individuals and build a strong sense of team
- Engage and manage consultants as required to support the delivery of strategy
- Support the team through proposal design, development and sign off processes, particularly for complex and high value calls

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### Internal Capacity

- Ensure that guidance is issued to FFI teams for multi-project applications to enable a consistent approach across FFI globally.
- Input to the development of internal training tools, templates and resources relevant to institutional funding and donor relationships
- Input to internal systems, policies, processes, plans and projects as needed, including Delegation of Authorities, develop recommendations and roll-out any agreed changes.
- Ensure maintenance of FFI’s registrations with online funder systems and platforms (e.g. PADOR, SAM, Charity Navigator)
- Oversee completion and submission of financial, governance and compliance questionnaires in support of grant applications

### Learning & Representation

- Represent FFI at external working groups, events and meetings relevant to FFI’s institutional funding strategy and create opportunities for FFI conservation teams to do the same.
- Work with the Conservation Capacity & Leadership, Conservation Design & Impact, and Operations teams in particular to share learning, experience, and input into knowledge management and learning initiatives.

### FFI General

- Undertake any other tasks commensurate with the position that may be requested, by your Line Manager and other Senior Leadership Team members
- With the high value fundraising team, engage in the planning and implementation of opportunities to engage donors e.g. fundraising events, seminars, conferences, donor visits to projects.

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent leadership and people management skills, with ability to motivate and performance manage individuals to achieve excellence</li> <li>• Ability to plan and think strategically and to manage complex multi-stakeholder work streams</li> <li>• Outstanding written communication skills and ability to analyse complex information and present it in an accessible format for different donor audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Skills in languages relevant to FFI’s programme portfolio, in particular Spanish, French, Bahasa Indonesia</li> <li>• Salesforce</li> </ul>

	<ul style="list-style-type: none"> <li>• Financial acumen, including ability to understand detailed financial reports and develop budgets</li> <li>• Outstanding verbal communication and diplomacy skills, with ability to present, negotiate and persuade at all levels with confidence and credibility</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of securing and developing six and seven figure partnerships with institutional and/or statutory funders</li> <li>• Experience of drafting and building proposal bids and reports for a range of donor audiences</li> <li>• Demonstrable knowledge of the institutional funding sector</li> <li>• In depth understanding of statutory donor processes, priorities and internal structures</li> <li>• Substantial line management experience, including performance management, mentoring and career development</li> <li>• Experience of building cohesion amongst a growing team</li> <li>• Experience of working in international contexts or multicultural working environments</li> </ul>	<ul style="list-style-type: none"> <li>• Current network of donor contacts</li> <li>• Experience of working in an international NGO environment</li> <li>• Knowledge of nature conservation issues and approaches</li> </ul>
<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Objective-driven</li> <li>• Able to remain calm within a dynamic and often high-pressure environment</li> <li>• Flexible and adaptable in the face of change</li> <li>• Culturally sensitive</li> <li>• Committed to FFI's mission and values</li> <li>• Personal authority and gravitas to manage diverse and senior-level relationships internally and externally</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to travel internationally to attend meetings, conferences, and other donor engagement events</li> </ul>	

## 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 [Amanda.McNeely@fauna-flora.org](mailto:Amanda.McNeely@fauna-flora.org)

Please mark your application '**Director, Institutional Funding**'.

The closing date for applications is **Sunday, 29 January 2023**. Interviews are likely to be held during the week commencing 6 February 2023. 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](mailto:jade.bedwell@fauna-flora.org).

FFI values diversity and is committed to equality of opportunity