“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, Fauna & Flora Vice-president
Fauna & Flora

Fauna & Flora 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, Fauna & Flora is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

Conservation Capacity & Leadership

Long-term conservation success depends on developing a network of committed individuals and institutions that are strong enough and effective enough to address the threats to our natural world. The Conservation Capacity & Leadership team work across Fauna & Flora’s international portfolio to create opportunities for staff, partners and beyond to maximise their potential for conservation good. We focus on a number of key areas:

- Our Partnerships & Organisational Development Programme works closely with regional teams to support partnership management and with partner organisations as they strengthen their organisational capacity.
- Our staff in the Professional Development Programme support knowledge management and learning across the organisation, improving conservation capacity globally to enable greater effectiveness and sustainability of our conservation work.
- We work to build the skills, capabilities and confidence of a new generation of conservation leaders across the globe and support their efforts to confront the growing challenges we all face, through initiatives such as the Conservation Leadership Programme.
- We produce Oryx, a quarterly peer-reviewed journal, which publishes research with the potential to improve conservation management and practice.
- We help build the capacity of our staff and partners to access and use technology for conservation, through initiatives such as WILDLABS.NET

The Opportunity

Fauna & Flora is committed to working alongside local partner organisations around the world, accompanying them as they achieve their own conservation goals. We aim to support them over the long term, adapting the support we give to meet their changing needs. As part of this process, Fauna & Flora is seeking a qualified candidate to support core NGO partners in strengthening their fundraising skills, strategies and outcomes.

You will do this by providing advice and support to Fauna & Flora core partners as they fundraise for impactful conservation projects. You will work with a broader team to evaluate and support the fundraising capacity of selected core partner organisations from research through to submission and ongoing donor relationship management. You will use your advisory and relationship management skills to train and mentor these partners in mutually agreed priority areas. Where needed, you will also provide feedback on partner-led proposals. This role will support the sharing of skills and knowledge in fundraising between partner organisations where relevant. You will also play a role
developing more general resources, tools and guidance to be used by wider Fauna & Flora staff and partners around fundraising related topics.

You will be experienced in developing strong, impactful and realistic projects and securing associated funding from a range of sources, including statutory and private funders. You should be passionate about mentoring and capacity building and have the ability to work across multi-disciplinary groups and geographically dispersed teams. Excellent relationship-management, organisation, and communications skills are essential to the role, to develop positive, collaborative relationships with internal and external stakeholders. Experience of working with a variety of funding sources (e.g. government, multilateral, trusts, foundations and the private sector) would be preferred for this role.

A background in conservation, climate, or the environment is not required, but a proven understanding and commitment to the sector is essential. You will have worked in the non-profit sector, such as international development, or have a background in bid management, proposal development, and fundraising.

Fluency in written and spoken English is essential. Skills in languages relevant to Fauna & Flora'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, Fauna & Flora 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 Range: £35,000 - £37,500 per annum
Location: Fauna & Flora, Cambridge
Current policy offers partial remote working within the UK.

Benefits: 25 working days’ annual holiday entitlement, pro rata, plus Public/Bank Holidays and any normal working days that fall between 24 December to 31 December inclusive, during which time Fauna &
Flora UK offices are closed.

For employees on UK-based contracts, Fauna & Flora 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 – minimum 60% time – may be considered)

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**Job Description**

**Job Title:** Fundraising Adviser, Partners

**Reporting to:** Technical Specialist, Partnerships & Organisational Development
Matrix manager: Senior Trusts & Foundation Manager

**Key Relationships:**
Partnerships & Organisational Development team
Head of Learning & Partner Development
Project managers and partnership point people
Institutional Fundraising team
Philanthropy Fundraising team

**Purpose:**
The Fundraising Adviser, Partners will provide advice to Fauna & Flora core partners to fund impactful conservation projects. This role will work with selected core partner organisations to assess current fundraising capacity and to both train and mentor them to strengthen their strategies and processes for more effective fundraising into the future.

**Specific Duties:**
- In coordination with the Technical Specialists, Partnerships & Organisational Development (POD), and relevant partnership point people, identify the priority core partners for support.
- Work directly with these partners, the POD team and Fauna & Flora partner point people to identify individual priority areas of support for each partner within the following areas: research and prospecting, selecting appropriate funding opportunities, developing and implementing fundraising strategies, proposal writing techniques, pitching to doors, donor reporting, and developing and cultivating donor relationships. With the priority partners, develop a mutually agreed development plan to address these priority fundraising areas for strengthening.
- Develop and deliver training to meet these identified partner priority needs. This may include online or in person, synchronous or asynchronous methods.
- Mentor key points of contact within these priority partner organisations to support the application of new and existing fundraising-related knowledge and skills to their work. This should include setting mentoring goals and tracking progress towards these goals.
- Where appropriate, provide feedback on partner-written applications on which they are the lead,
including ensuring proposals are complete, technically sound and meet donor requirements

- Design and deliver regular online webinars to a broader audience of core partners on specific fundraising topics identified of general shared interest.
- Where time and need allow, develop more general resources, tools and guidance in these areas for partners to be shared on www.capacityforconservation.org
- Support a Monitoring, Evaluation and Learning system to assess and track overall partner development, allowing partners (and Fauna & Flora staff) to understand and demonstrate the impact of their organisational strengthening and link to conservation outcomes
- Support the development and content of the monthly Partner Newsletter sent out to participating Fauna & Flora partner organisations

Other duties:
- Co-ordinate closely with Fauna & Flora’s Institutional Fundraising and Philanthropy Fundraising teams to share and co-ordinate partner-facing opportunities and activities.
- Identify opportunities for Fauna & Flora to improve partner organisational development support processes and practices, and barriers to effective fundraising; work with others across Fauna & Flora to implement those improvements
- Undertake reviews of funding proposals for Fauna & Flora and external organisations as appropriate
- Undertake any other tasks commensurate with the position that may be requested by your Line Manager

Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
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<tr>
<td>• Excellent written and oral communication skills (English), including proposal writing and report writing</td>
<td>• Skills in languages relevant to NGO partners’ contexts, in particular Portuguese, Spanish, Burmese, or Vietnamese</td>
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<td>• Excellent interpersonal skills</td>
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<td>• Sound organisational skills, with structured and methodical approach to work</td>
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<td>• Meticulous attention to detail</td>
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<td>• Microsoft Office skills, IT literate</td>
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<td><strong>Knowledge and experience</strong></td>
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<td>• Proven ability to secure funding from a range of sources, but must include statutory and trusts and foundations</td>
<td>• Experience of researching and securing funding from businesses and individuals for international conservation work</td>
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<tr>
<td>• Knowledge of statutory and private funder processes, priorities, compliance requirements and internal structures</td>
<td>• Proven ability to develop and manage effective relationships with funders and businesses</td>
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<td>• Experience working with NGO partners in varied cultural contexts</td>
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<td>• Experience in providing coaching/training remotely</td>
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| Behavioural qualities | • 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  
| | • Ability to work in a multicultural context; shows cultural awareness and sensitivity  
| | • Shows initiative and a positive approach to dealing with challenges and problems  
| | • Ability to build positive personal and organisational relationships  
| | • Commitment to Fauna & Flora’s mission and values  
| Other | • Ability to undertake international travel  

**Fauna & Flora 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 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 inclusive, supportive & respectful
- We get things done

**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 electronically to sarah.thornton@fauna-flora.org

Please mark your application ‘Fundraising Adviser, Partners’ and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday, 16 April 2023**. Interviews are likely to be held during
the week commencing **24 April 2023**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter.

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**

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

Fauna & Flora values diversity and is committed to equality of opportunity