



Programme Development Assistant, Trusts & Foundations

“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, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, and 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.

Fundraising Department

The Fauna & Flora 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 Fauna & Flora 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 Fauna & Flora 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 consists of Trusts & Foundations and Statutory Funding, focusing on positioning Fauna & Flora with priority government donors and professional foundations. We work to build knowledge and capacity of these donors across Fauna & Flora, to secure new income, support excellent grant and relationship management, and to influence the shape and focus of donor support for conservation globally.

We are a lively and ambitious Trusts & Foundations team, and have supported significant growth in the organisation's restricted income. In 2021, Fauna & Flora raised over £36 million, of which £21.5m came from trusts and foundations. Our success to date is far reaching with donors from all corners of the world supporting Fauna & Flora to deliver over 130 projects in more than 40 countries. We have just developed our three-year strategy, which fits in with the organisation's new 2030 Strategy and includes ambitious targets for fundraising and exciting opportunities ahead.

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.

The Opportunity

This is an exciting time to join Fauna & Flora's Trusts & Foundations team. The range of donors we work with, and the number of funding proposals we work on, is increasing rapidly as our global programmes grow. We are seeking an individual with a proactive, organised approach to work, to provide administrative support for high value and complex proposals, across project regions and cross-cutting programmes.

You will have excellent interpersonal skills and be comfortable working remotely with colleagues, on many different projects and varying country contexts. You will also have excellent writing skills and will use these to assist in developing materials and communications relevant to our donor audiences.

Reporting to the Senior Trusts & Foundations Manager, you'll help the whole team function effectively through administrative support, research, capturing and organising knowledge and data centrally, writing relevant internal and external communications, critical review of outgoing proposals/applications and reports, and providing wider support for the team as and when requested.

You will be a strong team player and enjoy working in a deadline-driven environment where the ability to respond swiftly to changing organisational and team needs is paramount. With a proactive 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 Fauna & Flora's programmes are highly desirable. Sensitivity to the different working environments and capacities of colleagues around the world is also essential.

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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:	£21,000 - £23,500 per annum
Location:	Fauna & Flora, Cambridge
Benefits:	Current policy offers partial remote working within the UK 25 working days' annual holiday entitlement pro rata plus Public/Bank Holidays and any normal working days that fall

between 24 December to 1 January 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 Monday to Friday, 37.5 hours a week.

Job Description

Job Title: Programme Development Assistant, Trusts & Foundations

Reporting to: Senior Trusts & Foundations Manager

Key internal relationships: Institutional Funding Team
Major Gifts Team
Supporter Marketing Team
Programme Managers, Regional teams
Programme Managers, Cross-cutting teams
Finance Business Partners
Finance Team
Communications Team

Purpose

The Programme Development Assistant, Trusts & Foundations will work across the Trusts & Foundations fundraising team to support Fauna & Flora in establishing and maintaining productive relationships with our wide variety of donors. They will assist in the delivery of excellent quality proposals, reports and creative donor communications; research tasks; maintaining accurate records via our internal Customer Relationship Management (CRM) system and support the smooth functioning of the overall Trusts & Foundations team.

Responsibilities:

Trust accounts - proposals, reports, communications and income

- Schedule meetings across the team with both internals and externals – including preparing agendas, booking meeting rooms, taking notes and following up on action points
- Assist with the drafting, proof-reading and editing of fundraising materials, including proposals, reports and emails, to enable timely communications with donors
- Maintain up-to-date core information about Fauna & Flora, and contribute this to donor-facing documents
- Support teams to follow internal processes, particularly the Focal Point system (project cycle and proposal approval processes), to ensure internal accountability
- Support the development and roll-out of the Trust Mailer

- Provide timely and appropriate acknowledgement of donations for our donors

Research, knowledge sharing and data

- Check for new prospects from subscription sources including Funds for NGOs, Environmental Funders Network, and others, and identify trusts which are potential funders, following up with relevant information or further research
- Scan headlines from various news sources e.g. Mongabay, Inside Philanthropy, Environment News, The Guardian, Philanthropy Impact - and support colleagues to stay abreast of emerging themes, new donors featured, breaking news, etc.
- Monitoring news, policy and project developments related to Fauna & Flora’s work and share across the team, support opportunities for fundraising and relationship development
- Organise information on donors, funding opportunities, and meetings to support excellent donor stewardship
- Support donor due diligence in collaboration with the Research Team
- Support Trusts & Foundations colleagues to maintain accurate records of all proposals, reports and income using the organisation’s CRM database

Other duties

- Work with conservation and capacity teams to provide fundraising advice and opportunities to FFI partner organisations
- Stay abreast of current conservation practice through liaison with programme teams, and attending seminars, team meetings etc as relevant.
- Assist in the planning and implementation of opportunities to engage with trusts (and trustees) e.g. fundraising events, seminars, conferences, donor visits to projects
- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position, including attendance of Fauna & Flora’s fundraising events

Travel

UK travel may be required. Candidates must be willing, on occasions and where reasonable, to work out of office hours supporting fundraising events as appropriate.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent written and oral communication skills (in English), including research, proposal writing, report writing and delivering presentations • Ability to convey Fauna & Flora’s work with confidence and credibility • Ability to present complex information in an accessible way 	<ul style="list-style-type: none"> • Skills in languages relevant to FFI’s programme portfolio, in particular Spanish, French, Bahasa Indonesia

	<ul style="list-style-type: none"> • Strong organisational skills, with structured and methodical approach to work and a clear focus on results • Ability to cope with a demanding workload and prioritise efforts towards multiple deadlines • Microsoft Office skills, IT literate and experience of using fundraising databases • Meticulous attention to detail 	
Knowledge and experience	<ul style="list-style-type: none"> • Basic knowledge of administrative processes and requirements • Relevant experience in an administrative role • Experience of working in a busy, externally-facing team • Demonstrated ability to meet internal and external deadlines and follow processes involving numerous stakeholders 	<ul style="list-style-type: none"> • Understanding of conservation/ environmental issues • Understanding of the principles and practice of charity and particularly trust/foundation fundraising
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Tenacious • Able to work calmly under pressure • Build positive personal and organisational relationships • Comfortable working under own initiative and managing tasks with autonomy • Good team player • Willingness to learn new skills • Pro-active approach to tasks • Ability to work well remotely, with offices /staff abroad and with a culturally sensitive approach 	
Other	<ul style="list-style-type: none"> • Pre-existing right to work in the UK • Commitment to Fauna & Flora's mission and vision 	

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 supportive, inclusive & 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 to Amy Winterbourne at amy.winterbourne@fauna-flora.org

Please mark your application '**Programme Development Assistant, Trusts & Foundations**' and indicate where you saw this position advertised.

The closing date for applications is **Sunday, 21 May 2023**. Interviews will be held during the week commencing **Monday, 29 2023**. Candidates selected for interview will be contacted by email after the closing date.

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 Email: jade.bedwell@fauna-flora.org or Tel: +44 (0)1223 749044.

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