



Trusts & Foundations Manager

“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 International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, and 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 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 Fauna & Flora'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 focuses on positioning Fauna & Flora with priority statutory donors and professional foundations and building knowledge and capacity of these donors across Fauna & Flora, 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

We are seeking an experienced fundraiser to join our successful team as a Trusts & Foundations Manager. You will have a substantial proven track record in fundraising from trusts and foundations and/or government bodies, or in a comparable field. Experience in securing funds from the USA, mainland Europe and other international sources is desirable. You will use your excellent relationship management skills to strengthen links with existing funders, cultivate opportunities already discovered, as well as identify potential new sources of income for Fauna & Flora.

Confidence in meetings and networking, both face-to-face and online, is essential. You will have excellent attention to detail when it comes to writing and reviewing documents. Using your project management and writing skills, you will work directly with Fauna & Flora's conservation programme teams to turn their visions into compelling proposals and showcase their work through accurate reports.

Success in this role is only possible through good working relationships and a pro-active approach. Interpersonal and time-management skills are critical to enabling you to build strong internal working relationships, as you bring information together to meet deadlines.

Our ideal candidate will also have a passion for conservation and the environment, and clearly demonstrate their commitment to Fauna & Flora's values.

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, 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: circa £35,000 per annum

Location: Fauna & Flora International, 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 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 37.5 hours per week, Monday to Friday inclusive

Job Description

Job Title: Trusts & Foundations Manager

Reporting to: Senior Trusts & Foundations Manager

Key internal relationships: Senior Leadership Team
Institutional Funding Team
Major Gifts Team
Supporter Development Team
Project Managers and Programme Teams
Finance Business Partner and Finance Team
Communications Team
Legal Team

Purpose:

- Raise significant restricted and unrestricted funding from high value funders with a focus on Trusts and Foundations that align with Fauna & Flora's mission and values, to ensure maximum return on investment
- Build on, develop, nurture and strengthen long-term relationships, and links with new institutional donors to develop a robust pipeline of well-informed and invested funders to support Fauna & Flora's work and our partner network

Responsibilities:

Account Management

- Build and maintain strong relationships with existing donors
- Manage and develop a portfolio of trusts and foundations, including high value accounts, ensuring individual accounts are managed effectively with both external and internal requirements met
- Work with programme and cross-cutting teams to develop accurate and compelling communications for trusts and foundations including written proposals, presentations, and reports
- Work with team members, Senior Trusts & Foundations Manager, and Major Gifts team to develop individual cultivation, solicitation and stewardship plans for trusts and foundations and manage their implementation to raise maximum income
- Work closely with the CEO, other SMT and MT members, and senior volunteers such as Council members to help in the development of relationships with trusts and foundations and to identify key contacts within their networks.
- Ensure excellent administration of accounts through use of Fauna & Flora's database systems including for prospect management, tracking of key performance indicators including income, and ensuring adherence with internal finance protocols
- Support coordination of, and where appropriate lead, effective donor meetings online and in-person
- Adhere to relevant fundraising legislation, including compliance with the Fundraising Regulators guidelines
- Adhere to Data Protection legislation and Fauna & Flora's policies and procedures relating to the processing and storing of data

- Adhere to Fauna & Flora's project cycle and financial management protocols

Strategy

- Support the Senior Trusts & Foundations Manager, and Trusts & Foundations team colleagues to plan and implement our new Trusts & Foundations Fundraising strategy, and track and evaluate progress on an annual basis against the business plan and annual budgets
- Track and evaluate own activities against team plans and budgets on an ongoing basis with the Senior Trusts & Foundations Manager and Director, Institutional Funding, providing regular income and progress reports
- Ensure an ongoing pipeline of new funding opportunities, conducting and coordinating research and establishing best project fit and most effective method of engagement; a particular focus is placed on prospects capable of providing 6 and 7 figure grants
- With guidance from SLT, work with Senior Trusts & Foundations Manager; Director, Institutional Funding, and other relevant teams to identify projects with funding shortfalls and institutional priorities.
- Work with the Senior Trusts & Foundations Manager, Trusts team colleagues, and the Partnerships & Organisational Development team to direct opportunities and support fundraising collaboration with Fauna & Flora's partners.
- Support the Senior Trusts & Foundations Manager to develop trusts and foundations globally, with a particular focus on developing new opportunities

Other duties

- Maintain up-to-date knowledge of developments in the funding landscape and ensure that Fauna & Flora is well positioned to take advantage of opportunities.
- 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
- Support the review of grant agreements working with the Legal team to ensure appropriate alignment with Fauna & Flora's programmatic, communications and organisational needs.
- Support the Senior Trusts & Foundations Manager, and other colleagues, where requested to do so, in employee recruitment, selection and onboarding, adhering to HR processes.
- 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 and international 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 written and oral communication skills (in English), including proposal writing, report writing and delivering presentations • Strong interpersonal, influencing and networking skills • Ability to convey FFI's work with confidence and credibility • Strong organisational skills, with structured and methodical approach to work and a clear focus on results • Strong research skills • Ability to work to a demanding workload and multiple deadlines • Excellent attention to detail • Microsoft Office skills, IT literate and confident user of fundraising databases 	<ul style="list-style-type: none"> • Other language skills (written and spoken) • Experience of researching trusts and foundations
Knowledge and experience	<ul style="list-style-type: none"> • Experience developing and managing donor relationships at the highest level through written and face-to-face communication • Demonstrable employment experience securing funds from trusts and foundations and/or government bodies, or in a comparable field • Thorough understanding of the principles and practice of restricted fundraising • Understanding of conservation/ environmental issues • Proven track record in identifying, and developing new funding relationships 	<ul style="list-style-type: none"> • Experience coordinating trust fundraising across multiple projects within a global context • Experience in fundraising within an international organisation • Experience in securing funds internationally including from the US and mainland Europe • Understanding of the characteristics of project development and delivery, including logframes, SMART objectives, and monitoring and evaluation
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Results driven • Tenacious • Able to work calmly under pressure 	

	<ul style="list-style-type: none">• Builds positive personal and organisational relationships• Comfortable working under own initiative and managing tasks with autonomy• Good team player• Willingness to learn new skills• Commitment to Fauna & Flora's mission and values	
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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 & 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 '**Trusts & Foundations Manager**' and indicate where you saw this position advertised.

The closing date for applications is **Monday, 29 May 2023**. Interviews will likely be held during the week commencing **12 June 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 Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

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