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Senior Philanthropy Adviser

“In the past century Fauna & Flora 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

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

Fundraising Team

The Fauna & Flora Fundraising team currently consists of around 30 individuals split into three sections – Supporter Marketing, Philanthropy and Institutional Fundraising. This role is within the Philanthropy team, which focusses on raising high value unrestricted income from individuals (including family trusts and corporates). We work closely with the Supporter Marketing team, especially on mid-level giving, to ensure consistent stewardship of supporters across different levels.

We also work with the Communications and CEO teams on identifying and fostering relationships with high profile and influential people and organisations (particularly where this has a connection to high value donor income), and to ensure that our messaging to high net worth and influential individuals is consistent with our brand.

Our income targets are bold and ever-growing, making it a dynamic and ambitious environment.

As part of the Philanthropy team, you will have the chance to input into the wider strategy on how we manage and engage our high value donors and prospects, alongside your focus on donor and prospect research and insight. You will join this team, overseen by the Director of Philanthropy, and which consists of:

- Two Major Gift fundraiser roles, of which the **Senior Philanthropy Adviser** is one, which are focussed on generating income from high value donors, through managing existing supporters and developing new relationships. The Fundraiser roles are supported by:
 - The **Research & Insight team** (two people) which works to identify donor trends and best practice, providing high quality and timely research, network mapping and due diligence reports, and support of our Philanthropy systems to ensure compliance, and ensure that donor pipelines and activities are monitored for impact.
 - The **Philanthropy Engagement team** (four people) who deliver a range of high quality but cost-effective donor engagement and development mechanisms from marketing and communications to direct engagement opportunities such as events, trips, meetings and social gatherings, also supporting proposal and report writing and design.

Further, the role will work closely with:

- Our Philanthropy team based in the USA, which includes a Business Development Director (leading on high value fundraising), a Major Gifts Fundraiser, and a Development and Operations Manager who are developing a network of high value supporters for our 501c3 registered US sister office, Fauna & Flora USA.
- We also have a fledgling network in Australia where we have an Australian registered Charity, and growing board.

The Opportunity

Over the next five years, Fauna & Flora aspires to enhance its global impact through investment, growth, visibility and influence. An essential part of this will be through greatly expanding awareness and visibility of its programmes among UK and global target audiences and by exponentially increasing its fundraising efforts and results.

A key and growing audience for Fauna & Flora in the UK and globally is high net worth individuals and corporates, and specifically those who are willing to give high value unrestricted support to our global conservation work. As a result, we are launching a transformational fundraising plan to 2030, and we are seeking an experienced **Senior Philanthropy Adviser** to help us meet our ambitious targets, securing high value donations from our existing networks and helping us to reach out to new contacts and networks to build our pipeline for support.

You will be **focussed on developing a portfolio of high value supporters in the UK**, but you will also develop strong working relationships across high value fundraising activities in the USA and Australia, as well as more widely across the fundraising communications teams, and also with senior leadership including the CEO and with our volunteers including trustees.

To this end we are seeking a self-motivated individual to join our Philanthropy team in this role. The role requires an individual with passion and drive to inspire and motivate donors to give significant funding to our cause, but also with the ability to listen and understand prospect motivations, in order to build lasting relationships. You will have expert technical and professional skills in major donor fundraising and a proven ability to develop fundraising strategy for high level donors.

Your key focus in this role is on building and maintaining high-value donor relationships, and you will be supported in this by our expert Research & Insight team, providing donor and prospect research and briefings and inputting into strategy, and our expert Philanthropy Engagement team, who develop and manage various engagement opportunities for major supporter and prospects, from events, trips and newsletters to bespoke proposals and reports.

You will enjoy working in a dynamic and fast-paced environment, where the ability to respond swiftly to changing organisational and team needs is paramount. In return, we offer the opportunity to work for a ground-breaking organisation at the forefront of global conservation, with 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
Gross Salary:	£49,200 per annum
Location:	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK
Benefits:	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 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. Part-time hours would be considered with a minimum of 80% time.

Job Description

Job Title:	Senior Philanthropy Adviser
Reports to:	Director of Philanthropy
Key working relationships:	Philanthropy Teams in UK, USA and Australia CEO, CEO Team & Senior Leadership Team Institutional Fundraising Team Trustees Communications Team Supporter Development Team Programme Teams

Purpose:

To raise significant income (with a focus on unrestricted income) from high value donors, against annual targets and to maximise future potential funding through existing relationships and the development of new relationships.

Main Duties:

- Develop and implement strategies and actions for high value donors (including those capable of giving 6 or 7 figure donations), working with the support of the Research & Insight team (and other fundraising teams where appropriate) in order to develop long term mutually beneficial relationships with maximum return for conservation.
- Manage your own portfolio of high value donor relationships, in addition to supporting the Philanthropy team and Senior Leadership Team (SLT) and wider fundraising team in other relationships, as required.
- Work with the Philanthropy team to identify, cultivate and steward high value gifts prospects with an identified gift level of £10,000 and up, and help qualify prospects and determine whether appropriate for high value gifts, and be part of the team that implements plans and develops relationships with high value prospects.
- Contribute to, and help to implement annual plans and budgets to achieve targets, in coordination with the Philanthropy team, including contributing to the design and implementation of engagement and fundraising strategies as part of the growing Philanthropy team.
- Work with the Philanthropy team in the development and implementation of a programme of exclusive meetings, events and project trips for high value donors, and represent Fauna & Flora as appropriate.
- Effectively present and articulate the work of Fauna & Flora, presenting a compelling case for support for the organisation in a range of communication approaches both oral and written.
- Develop excellent working relationships with existing and new donors and prospects, as well as a wider network of Fauna & Flora Board members, especially in the UK and also in the USA, and other connectors or advisers in order to identify and pursue further major donor funding opportunities.
- Work with Vice-Presidents, Ambassadors, high-profile individuals and influencers to raise funds for Fauna & Flora and elevate its profile.
- Contribute to the development of effective donor marketing and engagement communications, including brochures, presentations, reports, *cases for support*, proposals and online communications, working with the Philanthropy Engagement team
- Monitor and evaluate activities against plans and budgets on a continual basis, providing regular updates to the Director of Philanthropy.
- Ensure that activities undertaken are in accordance with appropriate Fauna & Flora policies, procedures and systems.
- Ensure adherence to relevant legislation and follow best fundraising practice guidelines, especially the Fundraising Regulator.
- Work with the Research & Insight team to ensure our CRM database is regularly updated with all strategy, actions and correspondence, and ensure any feedback or intelligence is recorded appropriately, and that data and evaluation is used to inform learning and future practice.
- Stay abreast of changes and innovations in tax laws that may be relevant to high value gifts prospects.

Other duties

- With the agreement of your line manager, perform any other tasks that may be requested from time to time, commensurate with skills, experience and role

Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Expert technical and professional skills in major donor fundraising including up to date knowledge of Fundraising Regulator best practice and legal guidelines • Strategic approach • Ability to motivate, inspire, and build empathetic, lasting relationships with individuals and networks with the objective of raising significant funding for Fauna & Flora • Excellent communication skills, both oral and written, including strong negotiation and presentation skills and interpersonal skills that enable the development of effective working relationships at all levels 	<ul style="list-style-type: none"> • Proficiency in second language relevant to Fauna & Flora's areas of work including, but not limited to French, Spanish, German, Italian
Knowledge and experience	<ul style="list-style-type: none"> • Substantial experience working with high-net worth individuals and / or corporate relationships on philanthropic decision making • Proven track record of securing funds • A degree or equivalent qualification in a related discipline, or equivalent level work experience • Proven ability to develop fundraising strategy for high value donors, including developing cultivation, solicitation and stewardship plans, with a track record of closing major gifts • Knowledge of prospect research • Experienced user of CRM database, with an understanding of data mining strategies and their application to fundraising 	<ul style="list-style-type: none"> • Understanding of conservation/ environmental issues • Experience of working for a charity, preferably with experience of fundraising within an international organisation • Fundraising or marketing qualification (e.g. CIF or CIM qualification) • Knowledge of the Finance / business sector

	<ul style="list-style-type: none"> • Experience of working with high level volunteers, and senior colleagues e.g., Trustees • Understanding of GDPR and data protection issues 	
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora values • Focussed on developing relationships – in person, and by a range of remote communication methods • Curious and inquisitive, good at joining the dots • Results driven • Committed to excellent presentation • Willingness to learn new skills • Ability to problem solve and proactively troubleshoot • Ability to convey Fauna & Flora’s work with confidence and credibility • Comfortable working under own initiative and managing tasks with autonomy • Good team player, with ability to develop excellent personal and organisational relationships 	
Other	<ul style="list-style-type: none"> • Commitment to and empathy with Fauna & Flora’s vision and mission 	

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 explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to liz.eaton@fauna-flora.org

Please mark your application '**Senior Philanthropy Adviser**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **28 April 2024**.

No agencies please.

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

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