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Programme Development Manager, Statutory Funding

“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.

Statutory Funding Team

Fauna & Flora is organised around programme delivery in four regions – Asia Pacific, Eurasia, Africa and the Americas & Caribbean. These are supported by globally working teams, focused on the technical excellence and effectiveness of Fauna & Flora's conservation work, developing different approaches to conservation and ensuring their integration within the regional portfolios. The Statutory Funding team sits the Institutional Funding team, which focuses on positioning Fauna & Flora with priority government and bilateral 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.

The Opportunity

Fauna & Flora is seeking a highly experienced professional to manage its fundraising from a portfolio of statutory (government and multilateral) donors, such as Defra, U.S. Fish and Wildlife Service etc.

You will support colleagues and partners to develop high-quality proposal packages for priority donors, and ensure their timely submission. You will coordinate proposals and reporting internally, and ensure all documents produced for donors meet their criteria, as well as follow Fauna & Flora approval and submission procedures. There is a strong capacity development element to this work, and you will share knowledge, learning and resources across Fauna & Flora to maximise success rate and promote best practice in grant management and donor stewardship. You may also develop and deliver training packages, in Cambridge and potentially overseas. You will monitor Fauna & Flora's activities in statutory fundraising and fund management within your portfolio, and support internal decision-making and strategy development by sharing this learning.

Experience of working with government funding sources, be they bilateral and/or multilateral, is essential for this role. You will have proven experience of securing restricted funding from government sources, and a strong understanding of how statutory donors and funding programmes support the achievement of international targets and government priorities. Knowledge of and experience in biodiversity conservation, the development sector, and/or climate is an asset; a commitment to learning and supporting these sectors is essential. You may have worked in the non-profit sector, such as international development, or have a background in bid management, proposal development, and grant fundraising.

Strong relationship-management 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 player 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.

Fluency in written and spoken English is essential. Skills in languages relevant to Fauna & Flora's programme (e.g., French, Spanish, Bahasa) 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.

Other organisations may call this role Programme Funding Manager; Institutional Funding Manager or Business Development Manager.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six Months
Gross Salary:	£38,410 per annum
Location:	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK, this is currently set as one day per week or one week per month in the office
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.

Job Description

Job Title: Programme Development Manager, Statutory Funding

Reports to: Director, Institutional Funding

Key working relationships: Statutory Funding team
Trusts & Foundations and Philanthropy teams
Regional programmes
Cross-cutting programmes
Finance Business Partners
Senior Leadership Team

Purpose:

The Programme Development Manager, Statutory Funding will help Fauna & Flora develop productive relationships with key individuals in an allocated portfolio of priority statutory (bilateral government and multilateral) donors, both at HQ and mission levels, helping to establish and maintain Fauna & Flora's reputation for innovation, partnering, impact and full donor compliance. They will identify and win appropriate statutory funding opportunities globally, working closely with Fauna & Flora's fundraising and programme teams; and help ensure the Statutory Funding team functions smoothly and fulfils its internal function well.

Main Duties:

Proposal & Pipeline Development

- Research priority donors and internal funding priorities, to inform statutory funding team strategy, annual work plans, and communicate opportunities to regional and cross-cutting teams
- Work with programme and finance staff to ensure high quality proposals are designed and submitted on time and in full compliance with Fauna & Flora policies and procedures, and donor requirements
- Support project design to ensure planned work is logical and robust
- Undertake and support proposal coordination, writing and development, including supporting documents, and providing guidance to ensure statutory proposals are technically sound and meet donor requirements
- Review statutory funding proposal packages, to ensure completeness, integrity of information and alignment across the various documents
- Review proposal budgets and expense reports to ensure consistency with narratives, and alert discrepancies to relevant programme and finance staff
- Undertake After Action Reviews to support learning and building good practice

Donor Relationship Building

- Identify opportunities to add value to donor relationships outside of formal reporting requirements, including but not limited to, meetings, public communications and events
- Lead head office level relationship building with donors, or support others as appropriate
- Review and edit selected statutory donor reports to ensure quality and consistency of information

Internal Capacity Building

- Contribute to statutory team planning, documentation, annual reporting, and reviews to support the team's efficient and successful operations and a strong sense of team
- Maintain an overview of Fauna & Flora's current statutory grant portfolio, provide regular analysis and reports to identify and share opportunities and risks
- Manage processes relating to organisation registration with key statutory donors
- Provide clear guidance and support on Fauna & Flora's internal processes as they relate to project, proposals and reports, to ensure proper accountability
- Provide training to colleagues and partners on topics related to statutory funding, including but not limited to, project design, proposal writing, theories of change, donor-specific priorities and requirements
- Identify opportunities for Fauna & Flora to improve grant management processes and practices, work with others across Fauna & Flora to implement those improvements

General

- Undertake any other activities that you may, from time-to-time, be asked to perform by your line manager, commensurate with your skills and experience

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent written and oral communication skills (English), including proposal writing and report writing• Strong interpersonal skills• Excellent numerical and data management skills, including strong Excel skills• Strong organisational skills, with structured and methodical approach to work• Ability to prioritise and meet strict, often externally-set, deadlines• Meticulous attention to detail	<ul style="list-style-type: none">• Skills in languages relevant to Fauna & Flora's programme portfolio, in particular Spanish, French, Bahasa Indonesia
Knowledge and experience	<ul style="list-style-type: none">• Proven track record of securing funding from bi/multilateral government donor agencies• Knowledge of statutory donor processes, priorities and internal structures	<ul style="list-style-type: none">• Experience of securing funding from government and multilateral donors for international conservation work

	<ul style="list-style-type: none"> • Demonstrated ability to set and manage deadline driven processes involving numerous internal stakeholders • Experience developing and managing donor relationships through written and face-to-face communication 	<ul style="list-style-type: none"> • Experience in the conservation and/or development sectors • Experience using Salesforce, or other similar databases
Behavioural qualities	<ul style="list-style-type: none"> • 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 • Shows initiative and a positive approach to dealing with challenges and problems • Ability to build positive personal and organisational relationships • Politically astute and diplomatic • Commitment to organisational and legal compliance and to responsible management of donor funds • Ability to work in a multicultural context • Demonstrates Fauna & Flora's values • Commitment to Fauna & Flora's mission and vision 	
Other	<ul style="list-style-type: none"> • Ability to undertake international travel, no more than 4 – 6 weeks per year 	

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 min.sidhu@fauna-flora.org

Please mark your application '**Programme Development Manager, Statutory Funding**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Sunday, 19 May 2024**. Interviews are likely to take place 1 – 2 weeks after the closing date.

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, by Email: jade.bedwell@fauna-flora.org

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