



Senior Fundraising Officer (trusts and foundations)

£32,000

Option to be home-based with regular attendance at our Newark or London office

Full time 35 hours per week

Permanent

If you are a brilliant fundraiser looking for a role that will support a major change programme at one of the UK's best-loved nature charities, then we have an exciting opportunity for you. We are looking for a determined fundraiser with a track record in securing major grants, whose bid-writing skills will help The Wildlife Trusts to deliver outstanding impact for people and nature.

Who we are

The Wildlife Trusts are a grassroots movement of 870,000 members, 38,000 volunteers and 2,800 staff across the UK. We are at an exciting moment in our 110-year history, with an ambitious new strategy in development setting out a vision of nature in recovery, with abundant, diverse wildlife and natural processes creating wilder landscapes where people and nature thrive.

The next 10 years will be critical in determining what kind of world we will all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. This will require big, bold changes in the way we think and operate, and the development of a strong, collaborative culture. It will require an increase in the scale and diversity of funding available for nature's recovery.

About you

You will be a motivated and resilient self-starter, working closely with the senior leadership team and comfortable in a stand-alone role but within a close-knit marketing and development team, and our wider Wildlife Trusts family.

You will be experienced in developing a pipeline plan of strategic funding applications, and in delivering these: identifying and soliciting new opportunities, presenting high quality applications that draw out the best expertise and innovation from colleagues, as well as stewardship and funder relationship management.

You will have well-developed skills in crafting and presenting a compelling case for support to secure significant funding from trusts, foundations and/or national lottery distributors, and will be used to working towards income targets. You will be a strong writer with a keen eye for detail and will be comfortable putting together budgets and outline project plans including outcomes and evaluation plans. You will have the ability to bring together multiple partners to convey a shared vision for nature's recovery and create outstanding partnership bids.

We want our people to be as diverse as nature, so we particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

Closing date for applications: 25 July 2021

First interview: 5 August 2021



SENIOR FUNDRAISING OFFICER JOB DESCRIPTION

IDENTIFICATION OF JOB

Team: Marketing and Development
Working base: Newark and/or home-based
Responsible to: Development Manager

OVERALL PURPOSE OF THE JOB

- Develop and deliver a grant funding pipeline to help The Wildlife Trusts deliver our strategic goals for nature's recovery.
- Contribute to excellent relationship management with our funders and prospective funders.
- Develop systems and processes to provide grants fundraising support to Wildlife Trusts.
- Contribute to driving improvements in application success rate across The Wildlife Trusts movement through collaborative working and sharing of best practice.

MAIN RESPONSIBILITIES

Develop and deliver a grant funding pipeline to help The Wildlife Trusts deliver our strategic goals for nature's recovery.

- Develop a funding pipeline in support of The Wildlife Trusts' 10 year strategy, with particular reference to national programmes and collaborations, working with colleagues within RSWT and across The Wildlife Trusts movement to identify and prioritise funding needs.
- Develop and deliver funding bids, working with colleagues from around The Wildlife Trusts movement.
- Manage the progress of bids from conception to completion alongside project managers/sponsors.
- Undertake research and horizon-scanning, including through networks, to proactively identify new funding opportunities.
- Escalate and support the initiation of new funding opportunities in line with The Wildlife Trusts' strategy.
- Provide advice on funding opportunities to the Senior Leadership Team, regarding likely fit for The Wildlife Trusts.
- Work closely with the relevant technical leads in order to gain all the required information for a funding proposal.

Contribute to excellent relationship management with our funders and prospective funders.

- Identify opportunities to connect with funders and champion our cause.
- Maintain a strategic overview of opportunities and relationships, and support colleagues in managing their relationships with funders.



- Deliver excellent stewardship and reporting to funders.
- Working with the communications and media team, identify and raise the profile of grant-funded initiatives and projects both within The Wildlife Trusts and externally.
- Develop and improve strategies for the sharing of best practice, enabling Wildlife Trusts to benefit from shared learning, independent of their capacity and resources.
- Use our CRM system expertly to plan and deliver funder communications and relationship management.

Develop systems and processes to provide grants fundraising support to Wildlife Trusts.

- Facilitate task and finish groups to inform and improve internal communications and help enable a collective approach to issues.
- Effectively respond to enquiries, talking to and listening to funding partners and Wildlife Trust colleagues.
- Advise Wildlife Trust colleagues on grant fundraising including bid-writing and relationship management.
- Develop and maintain effective relationships with relevant internal stakeholder groups to plan resources and consistently deliver quality funding proposals.

Contribute to driving improvements in application success rate across The Wildlife Trusts movement through collaborative working and sharing of best practice.

- Monitor, evaluate and report on efficacy of grant fundraising, through contributing to The Wildlife Trusts' annual grants survey, analysing results and sharing learning through webinars and reports.
- Prepare reports for the RSWT leadership team, Resources and Audit Committee and Council (Trustee board).
- Researching and sharing external insights into grant fundraising.
- Synthesising information from a range of sources to make recommendations for improvements in practice.

Other responsibilities:

- Undertake own administration.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- In order for the organisation to work effectively, you may be required to assist with other areas of work and therefore you should be prepared to undertake other duties appropriate to the post and any other reasonable duties required.

All staff are ambassadors for the organisation both internally and externally and are always expected to act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.

SENIOR FUNDRAISING OFFICER PERSON SPECIFICATION

	Essential	Desirable
Personal Qualities		
An interest in nature and a passion for inspiring others to support important causes.	✓	
A strategic and creative thinker, particularly with regard to solving problems and finding new ways of working.	✓	
Flexible and open-minded, able to adapt to changing situations and willing to step in where needed.	✓	
Ability to work both alone and co-operatively as part of a team.	✓	
Highly organised, with excellent time management.	✓	
Works quickly and efficiently with excellent attention to detail and accuracy.	✓	
Engaging and personable manner, with good emotional resilience.	✓	
Key competencies		
Excellent funder stewardship including preparation of high-quality reports and ensuring compliance with funder requirements.	✓	
Communicating complex information in a way that is appropriate for the audience, to achieve the desired result.	✓	
Working under pressure and managing multiple priorities.	✓	
Thinking clearly, using logic and reasoning to assess information and develop a compelling rationale for action.	✓	
Working effectively as part of a team and engaging others to contribute to team projects.	✓	
Using own initiative to drive projects forward, within the remit of the role.	✓	
Facilitating effective discussions with multiple parties.		✓
Experience		
Demonstrable track record in researching high-value funding opportunities and developing a forward pipeline of applications.	✓	
Demonstrated experience in proactively building and nurturing relationships with grant funders.	✓	
Identifying opportunities and horizon scanning to help deliver growth in funding.	✓	
Working to tight timescales to write successful, high-value bids, ideally in the not-for-profit sector.	✓	
Researching and gathering data and evidence to inform funding proposals/bids.	✓	
Analysing and interpreting verbal and written information to help formulate a proposal or bid.	✓	
Working in complex environments with multiple stakeholders.	✓	
Planning and co-ordinating multiple tasks and stakeholders.	✓	
Setting, managing and meeting individual Key Performance Indicators.		✓
Knowledge and skills		



Strong communication and presentation skills (written and verbal, formal and informal, internal and external).	✓	
Excellent interpersonal skills – tact, diplomacy, negotiation and ability to influence a wide range of people.	✓	
High level administrative and organisational skills.	✓	
Excellent written communication skills with the ability to write compelling funding propositions and reports for funders.	✓	
Excellent knowledge of MS Office - Outlook, Word, Excel, PowerPoint.	✓	
Knowledge of Customer Relationship Management (CRM) systems.	✓	
Understanding of the funding landscape in the UK not-for-profit sector.		✓
Understanding of the opportunities and challenges of funding in the UK environment sector.		✓
Knowledge of relevant funders to the UK environment sector and their requirements.		✓
Understanding of wildlife and environmental issues in the UK.		✓