



The
Wildlife
Trusts

Fundraising Development Manager

RECRUITMENT PACK

Salary: up to £41,500 per annum

Location: Newark- Hybrid working with regular travel to other places of work

Full time (35 hours per week)

Permanent contract



About Us

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 944,000 members, over 38,000 volunteers, 3,600 staff and 600 trustees. There are 46 individual Wildlife Trusts, each of which is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Every Wildlife Trust is part of The Wildlife Trusts federation and a corporate member of the Royal Society of Wildlife Trusts, a registered charity in its own right [founded in 1912](#) and one of the founding members of IUCN – the International Union for the Conservation of Nature. Taken together this federation of 47 charities is known as The Wildlife Trusts.

The next few years will be critical in determining what kind of world we 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. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.

About You

Are you passionate about raising funds to make a real difference to nature in the UK?

We are seeking an exceptional person to develop our opportunities to secure funding from charitable trusts and foundations, with a focus on growing our reach among international funders, to enable The Wildlife Trusts to achieve our ambitious goals for nature's recovery. Based within our Fundraising team and working closely with our Senior Leadership Team and colleagues across the organisation, you will be instrumental in growing our fundraising through relationship development and excellent stewardship.

You will be a motivated and resilient self-starter, enthusiastic about meeting new people and engaging them with our work. You will be skilled in researching funders and confident working closely with the Senior Leadership Team and with colleagues across the organisation to identify and utilise networking opportunities (both online and in person).

You will be a talented communicator, skilled in developing a compelling case for support to secure funding and in managing relationships with funders, both directly and with colleagues. A strategic and creative thinker, you will see the connections between different priorities and areas of work and create opportunities to raise the profile of our work with potential funders.



The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgmental and are inclusive. 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.

RSWT take our Safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. The Royal Society of Wildlife Trusts is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

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.

RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.

Please be aware we may not accept applications if we have reason to believe they have been wholly produced using generative AI tools.



Job Description – Overall Purpose of the job

- Develop and deliver a pipeline of funding from trusts, foundations and other grant funders such as National Lottery distributors, in the UK and internationally.
- Deliver excellent relationship management with our funders and prospective funders.
- Support colleagues around The Wildlife Trusts to improve their fundraising through sharing learning and resources.

Job Description – Main Responsibilities

Develop and deliver a pipeline of funding from trusts, foundations and other grant funders such as National Lottery distributors, in the UK and internationally.

- Identify opportunities to network, raise the profile of The Wildlife Trusts and develop relationships with prospective funders, both directly and through colleagues, including through LinkedIn, in-person and online events in the UK and internationally.
- Undertake research to identify potential funding opportunities.
- Plan and implement suitable approaches to new prospective funders.
- Develop effective relationships with colleagues to maximise opportunities and follow up contact with funders.
- Develop high quality materials as required to assist in fundraising e.g. engaging project summaries, proposals and website content.
- Develop and deliver successful funding bids, working closely with colleagues to gain the required information and present a compelling case for support.
- Provide advice on funding opportunities to the Senior Leadership Team, regarding suitability and recommendations for approach.

Job Description – Main responsibilities

Deliver excellent relationship management with our funders and prospective funders.

- Devise tailored strategies for relationship development with prospective funders and work with colleagues across teams to deliver.
- Arrange and attend meetings, site visits and other events with the aim of developing and stewarding relationships, in the UK and internationally.
- Maintain an overview of opportunities, relationships and contact with funders across multiple teams and points of contact.
- Deliver excellent stewardship of relationships with funders, producing high-quality communications and reports and ensuring their support is acknowledged appropriately.
- Advise and support colleagues in managing relationships with funders.
- Respond effectively to enquiries from funding partners and prospective funders.

Support colleagues around The Wildlife Trusts to improve their fundraising through sharing learning and resources.

- Contribute to the development and analysis of benchmarking data.
- Synthesise information from a range of sources to make recommendations for improvements in practice.
- Share insights from internal and external sources through reports and webinars.
- Facilitate communities of practice to share learning.
- Manage relationships with suppliers of shared resources.
- Prepare reports for the Royal Society of Wildlife Trusts Leadership team, Resources and Audit Committee and Council (Trustee Board).
- Advise Wildlife Trust colleagues on grant fundraising including relationship management.

Job Description – 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.

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 expected to act in a professional manner at all times. 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.

Person Specification

Essential

- **Assessment Method key**

Application A

Interview I

Presentation P

- Personal Qualities:

- A passion for inspiring others to support important causes (P).
- Self-motivated and able to work autonomously (I).
- Engaging and personable manner, with good emotional resilience (P)
- A strategic thinker, able to see connections between different work areas, priorities and interests and identify opportunities (P)
- Flexible, able to adapt to changing situations and willing to step in where needed to achieve team goals (I)

- Key Competencies:

- Networking and building relationships, from initial contact through to securing funding partnerships (I).
- Delivering excellent stewardship of funders/donors/partners including preparation of high-quality reports (I & P).
- Identifying key points from information, reports or data and making recommendations for action (P).
- Leading cross-team projects (e.g. funding applications) and engaging others to contribute, including senior leaders (I)
- Communicating complex information in a way that is appropriate for the audience, to achieve the desired result (P)
- Working under pressure and managing multiple priorities (I).



Person Specification

Essential

- Experience:
 - Researching and identifying suitable funding/partnership opportunities (A & P).
 - Proactively building and nurturing relationships with funders, donors or corporate partners (A&I).
 - Devising and delivering tailored relationship development and relationship management strategies (A&I).
 - Writing successful, high-value proposals/bids, informed by information from a range of sources (A,I &P).
 - Effectively utilising social media, events or other opportunities to raise the organisation's profile and develop relationships (A&I)

- Knowledge and skills:
 - Excellent verbal and written communication skills (P).
 - Excellent interpersonal skills including diplomacy and the ability to inspire and influence people (P).
 - Excellent organisational and time-management skills (P).
 - Excellent MS Office skills (Outlook, Word, Excel, PowerPoint) including for presentation of inspiring proposals (P).

Desirable

- Knowledge and skills:
 - Understanding of Trusts and foundations funding in the UK and internationally (P).



Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

Closing date for applications: 29th June 2025

First interview: 14th July 2025

Second interview: 22nd July 2025

