



# Programme Development Manager, Statutory Funding

## Cross-cutting Programmes

**“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,  
FFI Vice-president**

# Fauna & Flora International

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 through local partnerships, act as a catalyst for change, 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.

## The Statutory Funding Team

FFI is organised around programme delivery in four regions – Asia Pacific, Eurasia, Africa and the Americas & Caribbean. These are supported by cross-cutting programmes, focused on the technical excellence and effectiveness of FFI's conservation work, developing different approaches to conservation and ensuring their integration within the regional portfolios. The Statutory Funding team sits within the cross-cutting programmes, alongside teams working on Conservation Science & Design, Conservation Capacity & Leadership, Conservation Finance & Enterprise, Extractives & Development Infrastructure, Agricultural Landscapes, and Wildlife Trade. The Statutory Funding team focuses on positioning FFI with priority statutory donors and building knowledge and capacity of these donors across FFI, to secure new income and support excellent grant and relationship management.

## The Opportunity

FFI is seeking a highly experienced professional to manage FFI's fundraising from a portfolio of statutory (government and multilateral) donors.

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 FFI approval and submission procedures. There is a strong capacity development element to this work, and you will share knowledge, learning and resources across FFI to maximise FFI's 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 FFI's activities in statutory fundraising and fund management, and support internal decision-making and strategy development by sharing this learning.

Experience of working with government and multilateral sources is essential for this role. You will have proven experience of securing funding from these sources, and a strong understanding of how statutory donors and funding programmes support the achievement of international targets and government priorities.

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 as tenacious as you are

persuasive, and your excellent interpersonal skills will enable you to extract information 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 FFI's programme 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, FFI 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:** Open

**Probation Period:** Six months

**Salary:** circa £33,000

**Location:** Fauna & Flora International, Cambridge  
(Some remote working may be considered)

**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 FFI UK offices are closed.

For employees on UK-based contracts, FFI 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. Part-time working hours (minimum 80%) may be considered. Standard full-time working hours are Monday to Friday from 9.00am to 5.30pm, with a one-hour lunch break.

# Job Description

**Job Title:** Programme Development Manager, Statutory Funding, Conservation Partnerships

**Reporting to:** Head of Statutory Funding, Conservation Partnerships

**Key Relationships:** Programme Development Officer, Statutory Funding  
Statutory Funding consultant (US)  
Trusts & Foundations and Philanthropy teams

Regional programmes  
Cross-cutting programmes  
Finance Business Partners  
Senior Management Team

## **Purpose:**

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

## **Applications**

- 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 FFI policies and procedures
- Support project design to ensure planned work is logical and robust
- Support proposal coordination, writing and development, including supporting documents, 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

## **Relationships**

- 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 statutory donor reports to ensure quality and consistency of information

### Internal capacity

- 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 FFI's current statutory grant portfolio, provide regular analysis and reports to identify and share opportunities and risks
- Provide clear guidance and support on FFI 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 FFI to improve grant management processes and practices, work with others across FFI to implement those improvements

### General

- Undertake any other tasks commensurate with the position that may be requested, by your Line Manager

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent written and oral communication skills (English), including proposal writing and report writing</li><li>• Strong interpersonal skills</li><li>• Excellent numerical and data management skills, including strong Excel skills</li><li>• Strong organisational skills, with structured and methodical approach to work</li><li>• Ability to prioritise and meet strict, often externally-set, deadlines</li><li>• Meticulous attention to detail</li></ul>	<ul style="list-style-type: none"><li>• Skills in languages relevant to FFI's programme portfolio, in particular Spanish, French, Bahasa Indonesia</li></ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"><li>• Proven track record of securing funding from the UK, US, German, French, Dutch or Norwegian governments, UN agencies or the EU</li><li>• Knowledge of statutory donor processes, priorities and internal structures</li><li>• Demonstrated ability to set and manage processes involving numerous internal stakeholders</li><li>• Experience developing and managing donor relationships at the highest level through written and face-to-face communication</li></ul>	<ul style="list-style-type: none"><li>• Experience of securing funding from government and multilateral donors for international conservation work</li></ul>

<b>Behavioural qualities</b>	<ul style="list-style-type: none"> <li>• Self-starter, with ability to work well under own initiative</li> <li>• Team player, demonstrating ability to seek out and harness the views and contributions of others</li> <li>• Shows initiative and a positive approach to dealing with challenges and problems</li> <li>• Ability to build positive personal and organisational relationships</li> <li>• Politically astute and diplomatic</li> <li>• Commitment to organisational and legal compliance and to responsible management of donor funds</li> <li>• Ability to work in a multicultural context</li> <li>• Commitment to FFI's mission and vision</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Entitlement to work in the UK</li> <li>• Ability to undertake international travel</li> </ul>	

## FFI 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 FFI 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, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to [amy.duthie@fauna-flora.org](mailto:amy.duthie@fauna-flora.org)

Please mark your application '**Programme Development Manager, Statutory Funding, Conservation Partnerships**'.

The closing date for applications is **Sunday, 10 January 2021**. Interviews are likely to be held remotely, week commencing **Monday, 18 January 2021**. Candidates selected for interview will be

contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

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

FFI 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 Officer, FFI, on Tel: +44 (0)1223 749044 or Email: [jade.bedwell@fauna-flora.org](mailto:jade.bedwell@fauna-flora.org).

**FFI values diversity and is committed to equality of opportunity**