



Trusts & Foundations Account Manager

“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, and 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.

Fundraising & Communications Department

The FFI Fundraising & Communications team currently consists of 25 individuals, focussing on raising income from individuals and trusts and foundations, with a primary focus in the UK, Europe and the USA, and on publicity, publications and online communications. There is also a statutory fundraising team working on grants from governments and multilateral organisations. We are a hardworking team, committed to delivering our income targets to meet the organisation's needs, but fun and friendly – there is never a dull moment!

The Opportunity

This is a truly exciting time to be joining FFI's Fundraising Team. We have been honing our fundraising and have created what we believe to be an industry-leading programme, built on developing and nurturing long-term relationships with the people who support our conservation work.

The Trusts & Foundations team is an ambitious team which has supported growth in income. In 2019, FFI raised circa £23 million, of which £11m came from trusts and foundations. Our success to date is far reaching with current relationships spanning Europe, the USA and Australia. Now we have set our sights on expansion, developing new opportunities across Europe and in the USA.

We are seeking a Trusts & Foundations Account Manager to join our successful team. Committed to conservation and the environment, you will use your relationship management skills to strengthen existing funding relationships, cultivate opportunities already identified, as well as identify new sources of income for FFI. Using your excellent written skills and knowledge of good project development and delivery, you will work directly with FFI's conservation programme teams to turn their visions into accurate and compelling proposals and reports. Confidence in face to face meetings and networking is essential as you may be required to travel both in the UK and internationally to cultivate relationships with current and prospective donors. You will be as tenacious as you are persuasive, and your excellent interpersonal skills will enable you to build strong working relationships, and extract information to meet FFI timelines.

You will have a proven track record in trusts and foundations fundraising or in a comparable field. Experience in securing funds from the USA, mainland Europe and other international foundations is desirable, as is experience of working with programme staff internationally.

In return, the role offers the opportunity to work within an exciting, friendly and lively team within an international, impactful and ground-breaking organisation, at the forefront of global conservation.

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:	Permanent
Probation Period:	Six months
Salary:	£25,000 – £30,000, dependent on experience
Location:	Fauna & Flora International, Cambridge. Remote working will be considered.
Benefits:	25 working days' annual holiday entitlement pro rata 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, working Monday to Friday, 37.5 hours a week.

Job Description

Job Title:	Trusts & Foundations Account Manager
Reporting to:	Head of Trusts & Foundations
Key internal relationships:	Trusts & Foundations Team Fundraising Team Project Managers and Programme Teams Finance Business Partner and Finance Team Statutory Funding Team

Responsibilities:

Account Management

- Manage a portfolio of trusts and foundations ensuring individual accounts are managed effectively with both foundation and FFI requirements met.
- Work with team members and Head of Trusts & Foundations to develop individual cultivation and solicitation plans for trusts and foundations and manage their implementation to raise maximum income for Fauna & Flora International.
- Work with programme teams to develop accurate and compelling communications for trusts and foundations including written proposals, presentations, reports and online information.
- Ensure effective administration of accounts through use of FFI's database systems including for prospect management, tracking of key performance indicators including income, and ensuring adherence with FFI finance protocols.
- Adhere to relevant fundraising legislation, including compliance with the Fundraising Regulators guidelines.
- Adhere to Data Protection legislation and FFI policies and procedures relating to the processing and storing of data.
- Work closely with the CEO, other SMT and MT members, and senior volunteers such as Council members to help in the development of relationships with trusts and foundations and to identify key contacts within their networks

Strategy

- Ensure an ongoing pipeline of new funding opportunities by undertaking research on current and prospective trusts and foundations to identify funding potential, establish best FFI project fit and most effective method of engagement.
- Work with the Head of Trusts & Foundations, Senior Trusts & Foundations Account Manager, finance and programme teams to identify projects with funding shortfalls and institutional priorities which will direct specific fundraising activities.
- Work with the Head of Trusts & Foundations, the Trusts & Foundations Team, finance and capacity team to co-ordinate trust and foundation approaches across FFI and its partners.
- Track and evaluate own activities against team plans and budgets on an ongoing basis with the Head of Trusts & Foundations, providing regular income and progress reports.

Other duties

- Work with conservation and capacity teams to provide fundraising advice and opportunities to FFI partner organisations
- Stay abreast of current conservation practice through constant liaison with programme teams, and attending seminars, team meetings etc as relevant.
- Assist in the planning and implementation of opportunities to engage with trusts (and trustees) e.g. fundraising events, seminars, conferences, donor visits to projects
- Carry out any other reasonable duties which are consistent with the post and the aims and objectives of the position, including attendance of FFI fundraising events

Travel

UK and international travel may be required. Candidates must be willing, on occasions and where reasonable, to work out of office hours supporting fundraising events as appropriate.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills (in English), including proposal writing, report writing and delivering presentations • Strong interpersonal, influencing and networking skills • Ability to convey FFI's work with confidence and credibility • Strong organisational skills, with structured and methodical approach to work and a clear focus on results • Strong research skills • Ability to work to a demanding workload and multiple deadlines • Microsoft Office skills, IT literate and confident user of fundraising databases 	<ul style="list-style-type: none"> • Other language skills (written and spoken) particularly European
Knowledge and experience	<ul style="list-style-type: none"> • Experience developing and managing donor / income relationships at the highest level through written and face-to-face communication • Proven track record in securing funds from trusts and foundations, or in a comparable field. • Thorough understanding of the principles and practice of trust fundraising 	<ul style="list-style-type: none"> • Experience coordinating trust fundraising across multiple projects within a global context • Understanding of conservation/ environmental issues • Experience in fundraising within an international organisation • Experience in securing funds internationally including from the from the US and mainland Europe • Understanding of the characteristics of project development and delivery, including logframes, SMART objectives, and monitoring and evaluation • Proven track record in identifying, and developing new funding relationships
Behavioural qualities	<ul style="list-style-type: none"> • Results driven • Tenacious • Able to work calmly under pressure • Build positive personal and organisational relationships 	

	<ul style="list-style-type: none"> • Comfortable working under own initiative and managing tasks with autonomy • Good team player • Willingness to learn new skills • Commitment to FFI's mission 	
Other	<ul style="list-style-type: none"> • Entitlement to work in the UK 	

How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted to Michael Krause at michael.krause@fauna-flora.org

Please mark your application '**Trusts & Foundations Account Manager**' and indicate where you saw this position advertised.

The closing date for applications is **Monday 29 March 2021**. Interviews will be held during the week commencing 12 April 2021. Candidates selected for interview will be contacted by email or telephone by Tuesday 6 April 2021. 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.

FFI values diversity and is committed to equality of opportunity