

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Fundraising Officer
DIVISION/DEPARTMENT:	Development

1. OVERALL PURPOSE OF JOB

To work as part of a team of fundraising staff with an objective of increasing the level of funding to meet the needs for the BirdLife Secretariat (and wider BirdLife Partnership programmatic needs). The Fundraising Officer will work under the guidance and support of the Senior Programme Development Manager, and have a primary focus on funding from Institutional sources.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Senior Programme Development Manager
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
None. From time to time there may be the wish to take on volunteers or contract staff to undertake specific tasks.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
All Development team staff in the BLI UK and Secretariat Regional Offices. Senior BLI programme staff in UK and Regional Offices. Finance staff. Volunteers.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Some independent exposure to members of BirdLife Council and Regional Committees and Representatives from BirdLife Partners. Likely to be required to work directly with BirdLife Partners and some other NGO partners (on occasion).

3. KEY WORKING RELATIONSHIPS

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	1	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	2
BirdLife Global Council	1	Regulators/Legislators/ Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	1	Scientific Community	1	Royalty/VIPs/ High worth Individuals	1
Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Donor identification, research and data management:

Identify, research and record potential institutional donors for BirdLife International Secretariat and BirdLife Partners;

Synthesise and organise relevant donor information and records according to agreed priorities;

Provide analysis to match changing organisation and programme funding needs to potential funding sources, and communicate potential funding opportunities to relevant staff.

Proposal writing and packaging:

Develop, design and write funding proposals (including budgets) with BirdLife Secretariat and BirdLife Partner staff and approach specific donors with appropriate proposals under the guidance of the Senior Programme Development Manager;

Assist in developing a fundraising portfolio to sell BirdLife International's core work, programmes and projects.

Donor relations and management:

Assist Senior Programme Development Manager in managing key donor relationships;

Support the Senior Programme Development Manager in ensuring donor reports are of good quality before they are sent to donors;

Develop and own portfolio of donors over time and be responsible for their engagement and overall management.

Donor engagement Tools:

Work with Development Team and Communication Team to help develop appropriate donor engagement tools (e.g. PPP,s video, brochures, website contributions, budget templates, report templates, etc.)

Training and mentoring:

Work with Development Team under direction of Senior Programme Manager to contribute to provision of tools and training for improving donor care and management across BLI.

Fundraising co-ordination and support to the Development Team:

As needs require, undertake specific tasks as delegated to support the fundraising effort of the wider fundraising team, including fundraising events and fundraising training.

Although the focus of the job is on institutional donors (trusts, foundations, bi-laterals) there may be opportunity (and need) to work in other fundraising areas, e.g. corporates, HNWI, therefore flexibility required.

Targets:

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These will be set regularly across the development team, and be based on the changing portfolio of work and funding needs.

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	May have small amount of delegated budgetary responsibility on specific budget lines.
Contracts – Funders	Preparation of funding proposals, and reports to funders for review by Senior Programme Development manager.
Contracts – Staff/Consultants	
Contracts – Service providers	
Legal Responsibility	
Other	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Educated to degree level (preferably in a conservation related field) Basic general education requirement up to University first degree or equivalent.
Job Specific Education/Qualification	Previous experience in a Fundraising role in a charitable organisation would be an advantage.
Job Specific Knowledge	Ability to explain complex, scientific issues to different audiences. Ability to “sell” BirdLife in order to raise funds. An understanding of, and commitment to the development of civil society and biodiversity conservation. An international outlook with working understanding of and respect for different cultures.
Experience	Proven track record of fundraising experience.
Management & organisational skills	Good organisational and problem-solving skills. Able to organise own time and priorities, work with minimal supervision and work well under pressure. Good team-working ability. Good basic financial literacy (understanding budgets).
Communications skills	Strong verbal and written communication skills, with the ability to draft documents and correspondence to the highest standards of presentation, accuracy and clarity. Tact and diplomacy in dealing with outside organisations at all levels. Pleasant, professional and confident telephone and interpersonal manner.
Creativity & Initiative	Able to summarise and simplify complex information.
Computer Literacy	IT literate (Microsoft Word, Outlook, Excel, Access, PowerPoint, databases), Able to use other office technologies, able to type with speed and accuracy.
Languages	Fluent in English.

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Travel requirements	Willingness to travel up to 4 weeks per year.
	Interest in international conservation and sustainable development Discretion with confidential correspondence and other matters.
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<ul style="list-style-type: none">• Other languages (Spanish, French, Dutch, Japanese)• The ideal candidate will enjoy gathering, consolidating and organising information; will be good at organising others where necessary; will be able to work under pressure and supportive to others working under pressure.• They will be committed to international conservation, will have a positive "can do" attitude and will be prepared to be flexible to meet organisational needs.	

Prepared by:	Date:
Caroline Pridham	July 2018