

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 Head of Institutional Fundraising, and have a primary focus on funding from Institutional sources.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Head of Institutional Fundraising
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 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:	
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 Head of Institutional Fundraising;	
Assist in developing a fundraising portfolio to sell BirdLife International’s core work, programmes and projects.	
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.	
Donor relations and management:	
Assist the Head of Institutional Fundraising in managing key donor relationships;	
Ensure donor reports are of good quality before they are sent to donors and requirements for reporting are met in a timely fashion; assist Partners and staff in this area if needed;	
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. PPPs, video, brochures, website contributions, budget templates, report templates, etc.)	
Training and mentoring:	
Work with Development Team under direction of the Head of Institutional Fundraising 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.	

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	
Contracts – Funders	Preparation of funding proposals, and reports to funders for review by the Head of Institutional Fundraising and other Development Team members.
Contracts –	

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Staff/Consultants	
Contracts – Service providers	
Legal Responsibility	
Other	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Good general education – Relevant University Degree
Job Specific Education/Qualification	Relevant experience working in the institutional fundraising field, with a proven track record of successful applications for substantial funding from EU, Trusts, Foundations and Corporations
Job Specific Knowledge	<ul style="list-style-type: none"> • Demonstrable ability to develop relationships with Corporate partners and Trusts • Experience of researching Trust and Corporate funding opportunities • Solid knowledge of PCM, logframe and other project design frameworks • Good understanding of nature conservation issues • Ability to explain complex, scientific issues to different audiences. • Ability to “sell” BirdLife in order to raise funds.
Experience	Proven track record of fundraising experience.
Management & organisational skills	<ul style="list-style-type: none"> • 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 (able to develop and understand realistic budgets). • Able to lead processes when needed
Communications skills	<ul style="list-style-type: none"> • 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. • Be able to work with remote teams/colleagues.
Creativity & Initiative	Able to summarise and simplify complex information.
Computer Literacy	<ul style="list-style-type: none"> • High standard of computer literacy (Microsoft Word, Outlook, Excel, Access, PowerPoint, databases) • Able to use other office technologies, able to type with speed and accuracy.
Languages	Fluent in English.
Travel requirements	Willingness to travel up to 4 weeks per year.
Other	Interest in international conservation and sustainable development Discretion with confidential correspondence and other matters.

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OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<ul style="list-style-type: none">• Other languages (knowledge of Spanish, French, Arabic, one of the Slavic languages or Chinese would be an asset)• The ideal candidate will enjoy gathering, consolidating and organising information; will be good at organising others where necessary and lead on processes when needed; 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:
Stefania Macchioni	August 2019