

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Pacific Fundraising Manager
DIVISION/DEPARTMENT:	Pacific Regional Office

1. OVERALL PURPOSE OF JOB

To work as part of the Pacific Secretariat team and liaise with the BirdLife fundraising team globally and secure a minimum 500,000USD annually, for Pacific conservation priorities. The role will specifically support resourcing for threatened species conservation, the protection of priority conservation areas and increase local, national and regional capacity for nature conservation within the Pacific Partnership and priority countries for network development. Institutional funding sources (particularly multi/bilateral) will form the primary focus and the integration of 'BirdLife' priorities with regionally relevant conservation approaches will be central to this success including Important Bird Areas and Key Biodiversity Areas, invasive species management, ecosystem based adaptation, nature based solutions, sustainable income generation and contribute to climate change resilience.

2. WORK RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Regional Director, Pacific
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
No permanent line management responsibility, but supervision of temporary contract and volunteer personnel as appropriate
PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
Pacific Secretariat Team and Global Fundraising and Communications teams in Cambridge, UK.
PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
BirdLife Partners in Pacific region.
PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES: <i>(Include nature of work relationship)</i>
Engaging donor support for BirdLifes work not limited to, but including the European Union, the French Development Agency, United Nations Environment Programme, United Nations Development Programme, NZ Ministry of Foreign Affairs and Trade, Australian Department of Foreign Affairs and Trade, Country Embassy's and High Commissions, High net worth individuals . External organisations including the Secretariat for the Pacific Regional Environment Programme, Secretariat of the Pacific Community, the Pacific Islands Forum, Island Conservation and other NGOs, corporates and business partners as necessary.

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3. KEY WORKING RELATIONSHIPS GRID

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife network / other NGOs	2	General public	1	Policy makers (institutional /politicians/ corporations)	3
BirdLife advisory groups, committees, reg. councils	2	Press & media	2	Funding organisations (institutions, foundations, corporations)	3
BirdLife Global Council	1	Regulators/ legislators/ auditors	1	Individual donors/ members	3
Suppliers/service providers	N/A	Scientific community	1	VIPs/ royalty/ high worth individuals	3
<p>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". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.</p>					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

<p>By main work area:</p> <p>Proposal writing and packaging:</p> <p>Develop, design and write funding proposals (including budgets) at regional and national scales with BirdLife Secretariat and BirdLife Partner staff and approach specific donors under the guidance of the Pacific Regional Director;</p> <p>Develop and lead a Pacific fundraising portfolio/plan with financial targets and a focus on institutional donors (multi/bilateral), but recognising other funders as appropriate to an internally and externally linked conservation programme and donor narrative.</p> <p>Donor identification, research and data management:</p> <p>Identify, research and record potential institutional donors for the BirdLife Pacific Secretariat and Partners and shared with the Global fundraising team;</p> <p>Maintain a current match between BirdLife (and Pacific Partner) organisation and programme funding needs to potential funding sources, and communicate potential funding opportunities to relevant staff.</p> <p>Donor relations and management:</p>
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Assist the Pacific Regional Director and Global Fundraising team 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;

Administer the Pacific fundraising programme including maintenance of internal funding tracking information and budgeting information.

Develop and lead on a portfolio of donors over time and be responsible for their engagement and overall management.

Donor engagement Tools:

Work with the Pacific Secretariat and global Development and Communication Teams to develop appropriate donor engagement tools (e.g. PPPs, video, brochures, website contributions, budget templates, report templates, etc.)

Training and mentoring:

Support the Pacific Regional Director and the global Fundraising Team (via the Pacific Director) in contributing to tools and training for improving donor care and management across BirdLife.

Fundraising co-ordination and support to the Pacific Team:

As needs require, undertake specific tasks as delegated to support the wider fundraising effort for the Pacific, 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 & contracts for review by the Pacific Director
Contracts – Staff/Consultants	
Contracts – Service providers	
Legal Responsibility	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	University qualification desirable.
Job Specific Education/Qualification	Significant experience as a successful fundraiser, preferably with institutional donors such as MFAT, DFAT, EU, USAid and Pacific orientated Trusts, Foundations and Corporations.
Job Specific Knowledge	<ul style="list-style-type: none"> • Technical fundraising expertise including problem analyses,

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	<p>logical frameworks and budgeting.</p> <ul style="list-style-type: none"> • Demonstrable ability to develop relationships with Corporate partners and Trusts • Experience of researching institutional funding opportunities • Good understanding of conservation, development and political interests in Pacific countries and territories and ability to articulate needs to donors in 'selling' BirdLife interests.
Experience	<ul style="list-style-type: none"> • Proven institutional fundraising experience • Experience in managing donor relations, ideally with Pacific links
Management & organisational skills	<p>Good organisational and problem-solving skills and able to lead fundraising processes</p> <p>Able to organise own time and priorities, work with minimal supervision and work well under pressure</p> <p>Excellent team-working ability</p> <p>Good financial literacy (able to develop and understand realistic budgets).</p>
Communications skills	<p>Exceptional written capability including the preparation of complex funding concepts and drafting of documentation to the highest standards of presentation, accuracy and clarity.</p> <p>Highly developed verbal communication competency including ability to present complex information and a flair for tact and diplomacy.</p> <p>Pleasant, professional and confident interpersonal manner and able to work with remote teams/colleagues</p>
Creativity & Initiative	<p>Able to summarise and simplify complex information.</p>
Computer Literacy	<p>Proficient in the use of Microsoft Word, PowerPoint and Excel.</p> <p>Highly developed web-based research competencies and type with speed and accuracy</p>
Languages	<p>Fluent in English</p> <p>French language skills are desirable.</p>
Travel requirements	<p>Willingness to travel as required.</p>
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
<p>Interest in international conservation and sustainable development.</p> <p>Discretion with confidential correspondence and other matters</p>	

Prepared by:	Date:
Margaret West	February 2020