## JOB TITLE

Trusts and Foundations Manager

## DIVISION/DEPARTMENT

Development

### 1. OVERALL PURPOSE OF JOB

As the Trusts and Foundations Manager, you will play a significant role in supporting the income generation that is needed to deliver BirdLife International’s new 10-year strategy. The postholder will manage a portfolio of trusts and foundations, securing significant levels of funding for BirdLife’s programmes and maximising sustainable net income for BirdLife International. They will proactively develop new business opportunities and ensure the potential of existing relationships are fully optimised and ensure the highest quality of stewardship and donor care is maintained to drive committed support.

### 2. WORK RELATIONSHIPS

#### REPORTING TO (LINE MANAGER):

Chief Development Officer

#### REPORTING TO JOB HOLDER (LINE MANAGED STAFF):

None

#### PRINCIPAL OTHER WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT:

- Relevant Programme and Regional staff – Provision of information, developing donor strategies, developing funding applications and reporting
- Finance and compliance/legal teams – reporting on donor income and grant agreement/contract approvals
- Global development team – collaborating with colleagues to ensure a seamless approach to cultivation across BirdLife and on joint funding opportunities and appeals

#### PRINCIPAL WORKING RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK:

- Liaison with fundraising and programmatic staff of specific Partners (project and donor dependent)

#### PRINCIPAL EXTERNAL RELATIONSHIPS/RESPONSIBILITIES:

- Account management/liaison with key trusts and foundations donors/prospects
3. KEY WORKING RELATIONSHIPS GRID

<table>
<thead>
<tr>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
<th>Contact</th>
<th>Level (1-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BirdLife network / other NGOs</td>
<td>2</td>
<td>General public</td>
<td>1</td>
<td>Policy makers (institutional/politicians/corporations)</td>
<td>2</td>
</tr>
<tr>
<td>BirdLife advisory groups, committees, reg. councils</td>
<td>2</td>
<td>Press &amp; media</td>
<td>1</td>
<td>Funding organisations (institutions, foundations, corporations)</td>
<td>3</td>
</tr>
<tr>
<td>BirdLife Global Council</td>
<td>1</td>
<td>Regulators/legislators/auditors</td>
<td>1</td>
<td>Individual donors/members</td>
<td>2</td>
</tr>
<tr>
<td>Suppliers/service providers</td>
<td>1</td>
<td>Scientific community</td>
<td>1</td>
<td>VIPs/royalty/high worth individuals</td>
<td>2</td>
</tr>
</tbody>
</table>

**Level of Contact**
1. = General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
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.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Manage a portfolio of trusts and foundations, securing significant levels of funding for BirdLife’s programmes
- Deliver annual trust and foundation income targets (set annually) and KPIs
- Optimise existing donor relationships and identify new funding opportunities that align with BirdLife’s funding priorities and maximise sustainable net income for BirdLife International
- Design, develop and write good quality funding proposals and reports as needed
- Provide regular verbal and written reports to key senior stakeholder groups as required
- Maintain an excellent knowledge and understanding of the BirdLife’s programmes to ensure the development and delivery of high quality concept notes and applications, which meet donor requirements
- Ensure trust and foundation grant opportunities go through internal approval procedures and ensure compliance with donor agreements and contracts
- Ensure that reports to funders are delivered in a timely and effective manner, reviewing narrative and financial reports to ensure donor requirements have been met, and consulting with and ensuring input from relevant technical and financial staff
- Instigate, maintain and nurture relationships with key trust and foundation staff and trustees, bringing in relevant peer-to-peer approaches involving BirdLife trustees, senior staff, technical and programme staff and other stakeholders as required.
- Ensure good donor engagement, including sending information (over and above reports) presenting project results in face to face meetings and via phone and internet.
• Provide high quality advice on matters relating to trusts and foundations fundraising by maintaining an informed understanding of sector best practice.
• Ensure all donor activity is accurately recorded and updated on Raisers Edge

General support to the Development team
• As a member of the Development team, positively contribute to the Trusts and Foundations strategy and annual plans
• Work with colleagues to ensure that appropriate peer-to-peer relationships (high value individuals, corporates and trusts and foundations) inform and add value to trust and foundation approaches
• Lead on cross team projects/activities as required
• Embody and demonstrate BirdLife values and a high performing team culture

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

<table>
<thead>
<tr>
<th>RESPONSIBILITY AREA</th>
<th>LEVEL OF AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial/Budgetary</td>
<td>None</td>
</tr>
<tr>
<td>Contracts – Funders</td>
<td>Preparation of funding proposals and review of grant agreements in support of sign off by appropriate authoriser.</td>
</tr>
<tr>
<td>Contracts – Staff/Consultants</td>
<td>N/A</td>
</tr>
<tr>
<td>Contracts – Service providers</td>
<td>N/A</td>
</tr>
<tr>
<td>Legal Responsibility</td>
<td>Normal legal responsibilities apply, bound by contract</td>
</tr>
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6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>KNOWLEDGE/SKILLS/ATTRIBUTES</th>
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<tbody>
<tr>
<td>Minimum General Education</td>
<td>Education to degree level, or equivalent experience</td>
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<tr>
<td>Job Specific Education/Qualification</td>
<td>Trust funding experience or relevant qualification</td>
</tr>
</tbody>
</table>
| Job Specific Knowledge                 | • Proven track record in delivering partnerships and securing significant funding from trusts and foundations
|                                        | • Familiarity with trusts and foundations funding processes and key players within such organisations
|                                        | • Current knowledge of key funding priorities in the conservation sector aligned with BirdLife’s mission
|                                        | • Ability to explain complex, scientific issues to different audiences
|                                        | • An understanding of, and commitment to, the development of biodiversity conservation and civil society
|                                        | • An international outlook with a working understanding of, and respect for different cultures
|                                        | • Excellent business partnering, communication and relationship building skills           |
| Experience                             | • Track record of delivering funding against set targets                                  |
**Management & organisational skills**
- Experience in managing a trusts and foundations portfolio
- Experience of managing external donor relationships, with excellent communication, negotiating and influencing skills
- Proven experience and ability to collaborate with colleagues, organisations and partners across countries, cultures, and time zones
- Proven experience working in complex international NGOs

**Communications skills**
- Good organisations and problem-solving skills
- Ability to organise own time and priorities and work with minimal supervision and work well under pressure
- Flexible and adaptable in order to respond to changing needs and priorities
- Goals driven and a problem solver
- Excellent communication and relationship building skills
- Project Management and planning skills
- Negotiating skills (both internal and external)
- Team player, with a full appreciation of the value of collaboration

**Analytical Skills**
- Strong verbal and written communication skills, with the ability to draft documents and correspondence to the highest standards of presentation, accuracy and clarity
- Ability to summarise and simplify complex information for many different audiences
- Tact and diplomacy in dealing with people within and outside BirdLife at all levels
- Confidence in communicating with internal and external stakeholders, using both technical and non-technical language/explanations

**Creativity & Initiative**
- Ability to recommend improvements to working practices and develop creative solutions to problems
- Self-motivated, adaptable and innovative
- A positive “can do” attitude

**Computer Literacy**
- Excellent computer literacy in standard software packages/office applications.
- Experience in using CRM systems such as RE NXT

**Languages**
- Fluent in English
- Other languages (Spanish, French, German, Dutch, Japanese, Chinese) may be an advantage

**Travel requirements**
- Willingness to travel overseas/away from home up to four weeks per year

**OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES**
- Commitment to the mission, vision and values of BirdLife International and an interest in international conservation and sustainable development
BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

- Discretion with confidential correspondence and other matters

<table>
<thead>
<tr>
<th>Prepared by:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Emma Bolton</td>
<td>April 2022</td>
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