

## JOB DESCRIPTION

**Position title:** Trusts & Foundations Manager

**Reports to:** Chief Executive Officer (CEO)

**Salary:** £30,000 to 32,000 pa (depending on experience)

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### **The Role:**

The role will manage DSWFs portfolio of Trusts and Foundations as well as larger Corporate Partnerships, securing support for David Shepherd Wildlife Foundation's conservation projects, UK educational programmes and other activities across the organisation. This will happen through the identification of new funding opportunities and tailoring applications accordingly, as well as managing existing relationships.

Working with the Senior Management Team this position is part of a team of fundraisers who have the responsibility of raising more than £1.5m+ per annum.

### **Main Duties and Responsibilities:**

#### **Development of new Trusts and Foundations support:**

- Work with the CEO to plan and implement a strategy to deliver £400k+ annually from Trusts and Foundations in restricted and unrestricted grants.
- Proactively research and develop a pipeline of trusts and foundations where DSWF meets the funding requirements.
- Write and submit tailored applications to suit the funding requirements and make a compelling case to fund DSWF's work.
- Work with the Programmes & Policy Manager and other colleagues to identify projects that require greater funding and then shape these into compelling propositions to invest in.
- Attend appropriate events in order to cultivate relationships with Trust's and Foundation's Trustees and staff and expand networks.
- Look to secure unrestricted funding wherever possible

#### **Development of new corporate partnerships:**

- Work with the CEO to plan and implement a strategy to deliver £50k+ annually from new corporate partnerships.
- Research new opportunities for collaboration with corporate partners by identifying their ESG goals and how DSWFs work can help them achieve their targets.
- Write and submit tailored proposals to each potential corporate partner, explaining clearly what benefit they could derive from funding DSWF and how they can get involved

- To proactively approach corporate partners to secure sponsorship of DSWFs competitions and events programme
- Network, set up meetings, utilise contacts as well as invites to DSWF events to cultivate relationships with new corporate partners.

### **Stewardship of Trust, Foundation and Corporate Partners**

- Foster and maintain existing relationships with Trusts, Foundations and corporate partners through regular communication and updates, timely project reports including unique personalised content, through face to face meetings and invitations to DSWF's schedule of events.
- Work with the Head of Fundraising to ensure a the highest quality, professional stewardship journey for all Trust, Foundation and Corporate partners to be managed and recorded on DSWFs Raiser's Edge database.
- Develop appropriate reports, content and formats for communicating with each class of donor to ensure tailored, succinct communications are sent in a timely manner
- Identify opportunities beyond the usual events and activities for funders to see the results of their support such as meetings with key project staff and beneficiaries, or project trips with a view to encouraging renewal of funding and increased involvement.

### **General**

- Work closely and positively with colleagues across the team and to support the events programme when required.
- To keep the fundraising database accurate and up to date regarding grants, prospects, proposals and communications.
- Provide regular updates on funds raised, approaches made and other KPIs for Senior Management and DSWF's Board of Trustees.
- To keep abreast of developments and trends in fundraising (with a focus on Trust and Foundation and corporate fundraising) and bring any new tactics and ideas to the attention of the wider DSWF team.

### **Candidate Requirements:**

#### **Essential Skills:**

- Demonstrable experience of working within a fundraising team and of identifying, building and maintaining effective relationships with Trusts and Foundations and/or corporate partners.
- Ability to plan clearly and strategically to develop a prospecting pipeline.
- Experience in writing and submitting successful grant applications.
- Excellent interpersonal and written communication skills as well as ability to digest complex information and translate it into compelling copy for applications and update reports.
- Ability to work independently in a fast-paced environment and to be able to prioritise competing short and long-term objectives.
- Numerate with strong attention to detail and experience of preparing and working with project budgets.

- Strong administration and computer skills, including MS Office.
- Ability and willingness to work outside office hours as required.

**Desirable Skills:**

- Experience of fundraising in a wildlife conservation or environmental organisation.
- Knowledge and enthusiasm for the work of DSWF.
- Experience of using Raisers Edge or a similar CRM.