

Job Description

Job Title	:	Trusts and Major Gifts Fundraising Manager
Responsible to:	:	Chief Executive
Hours	:	Part-time (min 3 days/week)
Salary	:	£30-33,000 p.a. pro rata (depending on experience)
Pension	:	Pension contributions matched up to 5% of salary
Annual leave	:	23 days pa pro rata + 3 taken between Christmas & New Year
Location	:	Office-based, Battersea, South London



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About People's Trust for Endangered Species

Whether bats or beetles, hedgehogs or hyenas, we stand up for animals and their habitats. The delicately balanced ecosystem that we all depend on is under threat. Alarmingly, in the UK almost two-thirds of species have declined in the last 50 years. Globally, around a quarter of mammals face extinction in the next three decades. This rate of loss can be stopped and that's why People's Trust for Endangered Species exists. For 40 years we have improved the outlook of endangered species in Britain and throughout the world.

Passion drives our work but it's grounded in science. Our approach is to invest in research and test the best ways to protect endangered species in their natural habitats. Then we put what works into action, creating vibrant wildlife havens.

Our work is varied and extensive, ranging from direct support for conservation professionals to involving the public and volunteers in practical action to help specific species and their habitats. Current priority species are hedgehogs, dormice, water voles and invertebrates and our priority habitats are orchards, woodlands, hedgerows, wood pasture and parkland. As well as carrying out our own work, which focuses particularly on British mammals, we also support conservation work throughout the world. Recent projects funded range from monitoring Saiga antelope in Uzbekistan to conserving Persian leopards in Iran.

We have 20 staff, five trustees and thousands of volunteers helping us.

Job Purpose

- To manage fundraising from trusts and foundations by identifying opportunities, developing robust propositions in line with strategic objectives and working closely with conservation colleagues, preparing and submitting applications and managing administration and reporting requirements for successful projects.
- To oversee fundraising from legacies by promoting this opportunity to support PTES to existing supporters and more widely, administering legacies left to the charity and liaising with co-beneficiaries and executors ensuring that funds pledged are received.
- To grow larger gifts from individuals and develop an occasional events programme for supporters to meet conservation project leaders and to implement a programme of support thereafter.

This post will particularly suit someone who enjoys variety and can rise to the challenge of developing larger gift programme experimenting with approaches and events that bring conservationists and appropriate potential larger gift donors together. We are also looking for experience and a track record in trusts and foundations fundraising.

The rest of the fundraising team focuses on individual giving from existing donors, acquisition of new donors, corporate partnerships and retail.

Duties and responsibilities

1. Trusts and foundations

- Work with the Chief Executive and relevant staff to develop projects suitable for trust fundraising, create a plan for funding them, building in sufficient time to have a realistic chance of success, and identify robust work plans, outputs, outcomes and budgets
- Research trusts and foundations, identify those most likely to support PTES work, keep abreast of their funding priorities, deadlines and expectations
- Draft, finalise and submit applications in liaison with relevant project staff making the requirements, stages and deadlines of the application process clear and keeping all involved focused on the task
- Develop a basis for ensuring full cost recovery and be able to defend it in funding bids and adapt it appropriately for the needs of the funding body
- Deal with administration arising from successful applications, ensuring that records are kept and monies acknowledged
- Ensure that appropriate and required feedback is provided to funding bodies, making clear those requirements to project staff and providing the liaison with the funder
- Seek feedback where feasible from funders that have declined to fund a project, ascertain whether it is possible to reapply with a modified or different project in the future
- Maintain a stewardship programme with existing and recent funders to increase unrestricted and restricted gifts over time

2. Larger gifts

- Through use of our existing database of supporters, identify those supporters who donate higher amounts or are of high net worth
- Seek background information on an appropriate number of those individuals and consider appropriate special care
- Review and implement strategy for cultivating these potential larger donors in an appropriate fashion over a reasonable timescale
- Drawing on opportunities emerging from the Trust's work, particularly larger and well-focused projects developed for trusts and foundation funding, promote projects that will appeal to higher net worth donors, planning the approach to take, creating appropriate materials and considering the best way to communicate
- Devise and run a programme of occasional events where such supporters can meet conservation project leaders and implement appropriate follow up asks

- Make approaches for funding to these individuals or support others identified to do so where more appropriate, such as trustees, Chief Executive or project staff
- Continue to nurture the relationship with anyone making a larger gift, ensure relevant feedback and seek to build on one gift with another.

3. Legacies

- Deal with the administration generated when PTES receives a legacy including liaising with executors, sending condolences, checking if the deceased was a previous supporter of PTES and amending records, responding to enquiries by other charity beneficiaries, keeping accurate records, following up incomplete estates and ensuring that funds received are banked and logged accurately
- Review, devise and implement a rolling promotional plan for legacies, including an annual direct appeal reminding existing supporters and members of the public through a variety of communication channels of the value of a legacy to PTES, and promote PTES in a variety of suitable media and places as a worthy recipient of legacies
- Identify and use examples of how legacy income has been used to good effect to support the promotional plan and in communicating with potential legators
- Keep records of other charity beneficiaries to inform future marketing
- Administer the response to in memoriam donations

4. Other tasks

- Attend occasional events on behalf of the Trust to promote our work both to supporters and occasional public events, along with other staff
- Provide fundraising news and articles about your area of work for our magazine *Wildlife World* and relevant other external media and for enews
- Work within a defined budget and keep appropriate financial records
- Deal with general enquires about the Trust from the general public, directing them to sources of information as appropriate
- Help with other tasks as advised by the Chief Executive

Relationships

Internal:

- Report to the Chief Executive and work closely with the fundraising team, in particular the Individual Giving Manager, colleagues leading conservation campaigns and the Grants Manager
- Work with all colleagues to promote relevant aspects of our work to external audiences.

External:

- Grant giving trusts and foundations
- PTES supporters
- Legacy executors and charity co-beneficiaries

Person Specification

Essential knowledge and experience

- University degree or equivalent

- A genuine interest and empathy for wildlife conservation and appreciation of PTES' focus on evidence-based conservation strategies
- Good knowledge and experience of charity sector
- Experience in successfully raising funds from grant-giving trusts and foundations for a charity
- Experience successfully fundraising larger gifts from individual supporters
- Experience of interrogating, raising reports and entering data on a fundraising database
- Experience of working in a small team, cooperative and flexible working

Desirable knowledge and experience

- Experience in managing legacy programmes within the charity sector
- Experience in developing a larger gift programme for individual givers
- Experience of managing small-scale events or meetings suitable for supporters likely to be able to give larger gifts or leave legacies
- An educational background relevant to wildlife conservation

Essential skills

- Excellent communication and interpersonal skills for communicating both face to face and remotely with a wide range of external stakeholders and with staff internally to develop sound fundraising proposals and liaise sensitively in certain situations
- Ability to write clearly and appropriately to convey propositions convincingly to prospective funders
- Excellent organisational skills and attention to detail with consistent accuracy
- Ability to work on own initiative and without close supervision, and to manage several projects at the same time sometimes with conflicting priorities
- Self-motivation, a general 'can do' cooperative manner, and the ability to work both independently and as part of a close-knit team with a passion for conservation
- Flexibility to be able to work out of hours on occasion if travelling to and attending external events.

Desirable skills

- Full UK driving licence