**Person Specification**

<table>
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<tr>
<th>Job Title:</th>
<th>Fundraising Officer</th>
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<tbody>
<tr>
<td>Programme:</td>
<td>Development and Communications</td>
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<tr>
<td>Job Reference No:</td>
<td>AD1127</td>
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<tr>
<td>Grade:</td>
<td>D</td>
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### QUALIFICATIONS / EDUCATION

**Essential:**
- At least two years of experience working in a fundraising role
- BA or equivalent in Journalism/English/Communications/Marketing or similar
- OR BSc in Biology/Geography or similar

**Desirable:**

### EXPERIENCE

**Essential:**
- Experience of successfully raising funding from trusts, foundations and/or institutional donors, including through face to face negotiations, on the phone, and in writing
- Experience of using research tools and resources for identifying trusts and foundations, high value donors or equivalent
- Experience of producing a range of written and verbal communications for trusts and foundations, major donors or equivalent
- Experience of cultivating new prospect relationships and meeting ambitious targets
- Experience of using CRM databases for managing trusts and foundations and/or major donor relationships

**Desirable:**
- Experience of principles of project development and management, including the preparation of budgets, theories of change and logical frameworks
- Experience of setting up systems to track and evaluate fundraising success and pipeline development
- Demonstrable success in raising funds from High Net Worth Individuals
- An understanding of statutory and government funding
- Experience of working with, or in close collaboration with, organisations in the biodiversity, conservation and/or development sector at a national or international level
- Experience in securing funds from the US, mainland Europe and international foundations

### SKILLS

- Excellent spoken and written English
- Excellent interpersonal skills, including listening and negotiating and an ability to present detailed information in an informative and compelling way
- Demonstrated ability to present complex concepts in ways that are understandable and to write engaging content without losing accuracy
- Highly organised with excellent time management skills and the ability to manage multiple conflicting priorities and demands, and negotiate with colleagues to ensure deadlines are met
- Strong relationship building skills and the ability to influence externally and internally
- A keen eye for detail

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<th>TYPE OF PERSON REQUIRED</th>
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<td>The successful candidate will have a passion for conservation and the environment. They will be a natural communicator who will enjoy building strong relationships internally with programme teams and externally with donors and other influential connections. With a meticulous attention to detail and quality, they will excel in developing impressive and compelling written and verbal proposals and presentations for prospective donors. They will have a proactive approach that is impact focused and the drive, resilience and flexibility to achieve successful fundraising outcomes.</td>
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They will thrive in a fast-paced working environment with multiple deadlines and demands. A collaborative team player, they will be happy to share ideas, take constructive feedback and support additional work when required.

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<tr>
<th>OTHER RELEVANT INFORMATION</th>
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<tr>
<td>This is not a United Nations Post.</td>
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