

Job Description

Senior Trusts and Statutory Funding Officer | Grade 2 (2) | full-time | London - Hybrid

Contract Type: permanent (35 hours per week), salary exchange pension scheme; 25 days annual leave plus Bank Holidays. Hybrid working negotiable

Background

We investigate and campaign against environmental crime and abuse. Our focus is the protection of wildlife, forests, oceans and climate. We turn the evidence we gather in the field into hard-hitting reports targeted at authorities who can make a difference, and campaign for new legislation, improved governance and effective enforcement. And we need you to help us do this!

This is an exciting time to be joining the small but mighty Fundraising team at EIA as we deliver our five-year organisational strategy to defend the natural world from environmental crime and abuse and secure lasting change in the world.

We are looking for an experienced Institutional Fundraiser to maintain and grow a robust income stream (annual income currently £5 million). You will need to have demonstrable experience of growing income from statutory funders, trusts and foundations, a clear understanding of the application and grant management process for statutory funders, excellent written communication skills and have experience in donor cultivation and stewardship.

Job Description

Reports to: Trusts and Statutory Funding Manager

Peers: Individual Giving Manager, Individual Giving Officer and Supporter Services Officer

Line manages: Possible informal management of a part time team volunteer

Objective

This is a brand new role within the Fundraising team to deliver our ambitious plans to accelerate income growth so that we can conduct even more investigative and campaigning work to protect our natural world.

The Senior Trusts and Statutory Funding Officer will maximise income by effectively coordinating applications to statutory funders and other UK, European and US grant-making trusts and foundations.

In collaboration with the campaign teams and the Trusts and Statutory Funding Manager, they will develop the institutional fundraising programme by researching currently available calls for proposals, identifying new prospective funders and preparing and writing applications.

They will be required to keep the grants database up to date and maintain a donor stewardship and reporting calendar. With support from the Finance team and Campaign budget holders, they will coordinate the narrative and financial reporting of current grants to ensure deadlines are met.

Excellent written communication skills, an ability to manage multiple competing projects simultaneously, and strong interpersonal skills to rapidly build effective and collaborative working relationships both internally and externally are all essential for this role.

Responsibilities

The Senior Trusts and Statutory Funding Officer, along with the Trusts and Statutory Funding Manager and Head of Fundraising will contribute to the Restricted Fundraising strategy.

Statutory funding

Effectively coordinate applications to and reporting for statutory funders:

- Identifying new funding opportunities and calls for proposals
- Creating timelines for the application process
- Bringing together all internal stakeholders, including the Campaign, Finance and Intelligence and Investigation teams to develop the proposals
- Contributing to the writing of proposals, collating the key documents required, and submitting the applications
- Coordinating reporting to all funders to ensure high quality reports are submitted on time

Trusts and Foundations

Effectively coordinate and prepare applications and reports for trusts and foundations:

- Identifying new funding opportunities and calls for proposals
- Creating timelines for the application process
- Bringing together all internal stakeholders, including the Campaign, Finance and Investigation and Intelligence teams to develop the proposals
- Drafting applications to trusts and foundations based on concept notes drafted by the campaign teams
- Coordinating reporting to all funders to ensure high quality reports are submitted on time

Unrestricted Trusts and Foundations

Grow unrestricted income from smaller trusts and foundations:

- Identifying unrestricted funding opportunities from new and lapsed trusts and foundations
- Writing engaging and persuasive applications
- Regularly updating supporters on EIA's work to ensure they receive an exceptional supporter experience to maximise future income potential

Person specifications

Essential requirements:

- Proven track record of working in fundraising, ideally within a campaigning organisation or similar field
- Considerable experience of working with statutory funders
- A strong track record of identifying potential funding prospects and securing new grants
- Excellent written and verbal English communication skills and ability to distil complex information for funders
- Demonstrable report writing skills and financial literacy
- Experience of using a CRM database to manage supporter relationships

- Well-organised, able to prioritise work and help others meet funders' deadlines
- Strong interpersonal, communication and time management skills
- Dynamic and positive attitude
- Energetic self-starter able to work on own initiative with attention to detail
- Flexibility to work out of hours at a few events through the year when necessary
- Legal right to work in the UK
- Fully proficient in Microsoft Office Word, Excel, Outlook and other applications.
- Experience of using Sharepoint and Teams

Desirable Skills:

- Strong interest in or knowledge of wildlife trade and environmental issues
- Experience of Charity CRM database

EIA encourages applications from individuals of all ages & backgrounds. Appointment will be made on merit alone but candidates must be able to demonstrate their ability to work in the UK.