

# WCMC

## Fundraising Officer Application Pack



# Thank you for your interest in the role of Fundraising Officer in the Development & Communications Team at UNEP-WCMC

The role will provide oversight of UNEP-WCMC's institutional and statutory fundraising efforts, alongside supporting the design and development of project proposals for key strategic initiatives under UNEP-WCMC's brand new strategy.

As an experienced fundraiser with a strong background in project design and development, you will have the opportunity to join a successful and growing fundraising team whilst working closely with programme teams across UNEP-WCMC. You will coordinate all approaches and relationships with governments and large institutional funders and have a leading role in ensuring staff across the organisation have the capability for strong project design. You will be a natural communicator who will enjoy building strong relationships. With a strong attention to detail and collaborative working experience, you will excel in developing impressive and compelling written and verbal proposals, reports for donors and project design and development.

# ABOUT THE TEAM

The Development & Communications team increases the visibility and reach of, and secures funding and resources for, the critically important work of UNEP-WCMC. We build the awareness and profile of UNEP-WCMC as a global Centre of excellence on biodiversity and nature's contribution to society and the economy. Our goal is to maximise the impact of the Centre's work to deliver transformative change for people and planet.

Our growing team of 11 people encompasses fundraising, communications, events, strategic impact monitoring and marketing. Together we work with all of the programme teams across the Centre and with partners to build the knowledge, tools and capacity needed to design, fund, promote and deliver our projects as well as monitor the collective impact of our efforts.



# ABOUT THE ROLE

## Job Description

In response to significant recent success in fundraising for UNEP-WCMC, we are looking for an experienced institutional and statutory focussed Fundraising Officer to join our growing Development and Communications team. In this exciting newly created role, you will be responsible for working directly with programme teams to design and develop project proposals for key strategic initiatives under UNEP-WCMC's brand new strategy. You will have a leading role in ensuring staff across the organisation have the capability for strong project design. You will also oversee and coordinate all approaches and relationships with governments and large institutional funders.

You will have excellent written and oral communication skills and be a confident writer of accurate and compelling proposals and reports. You will thrive in an environment where you can use your knowledge of project design and development to help others learn, succeed and flourish. You will also have a proven track record in securing funds and meeting financial targets. Experience in securing funds from both national and international institutions is desirable, as is experience of working within an environmental conservation or international development context.

We are looking for an individual who is committed to conservation and the environment, and who will be inspired by our vision to protect and restore the natural world.

## Key Areas of Responsibility

### **Programme Development:**

- Build capacity across UNEP-WCMC for high quality programme and project design via training, workshops and individual support.
- Support programme teams to design and develop compelling project proposals for funding.

### **Relationship Management:**

- Manage the Centres' portfolio of institutions and statutory funding bodies ensuring individual accounts are managed effectively with both institution and Centre requirements met.
- Develop and implement individual cultivation and solicitation plans for institutions to raise maximum income for UNEP-WCMC.
- Work with programme teams to develop accurate and compelling communications for institutions including written proposals, presentations, reports and online information.
- Support the management of our CRM database, including for prospect management and tracking of key performance indicators.
- Work closely with colleagues to support the development and management of their relationships with institutions/statutory bodies and networks.

### **Strategy:**

- Support the Senior Fundraising Officer and Head of External Affairs with implementation of the fundraising plan for the Centre, and track and evaluate progress on an annual basis against the organisational strategy and annual budgets. Taking the lead on developing the institutional fundraising plan.

- Coordinate internal decision making on strategic approaches to institutional and statutory funders.
- Assist in weekly and monthly reporting across a range of key performance indicators associated with fundraising.
- Ensure an ongoing pipeline of new funding opportunities by undertaking research to identify funding potential, establish best project fit and most effective method of engagement.
- Work with the Development and Communications team, finance and programme teams to identify projects with funding shortfalls and institutional priorities which will direct specific fundraising activities.
- Work with the fundraising and programme teams to coordinate fundraising approaches across the Centre.

**Other:**

- Keep abreast of key fundraising trends and issues and the regulatory environment around fundraising, ensuring that standards are set, procedures followed, and issues acted upon or communicated to all staff and others as appropriate.
- Stay abreast of current conservation practice through constant liaison with programme teams, and attending seminars, team meetings etc. as relevant.
- Assist in the planning and implementation of opportunities to engage with donors e.g., fundraising events, seminars, conferences.
- Adhere to relevant fundraising legislation, including compliance with the Fundraising Regulator's guidelines.
- Ensure adherence to Data Protection legislation and UNEP-WCMC policies and procedures relating to the processing and storing of data.

**Other Duties**

- Undertake any other duties as may reasonably be required in this post.

# Person Specification

## Qualifications/Education

### Essential:

- Demonstrable experience working in a fundraising role.
- Degree in a related field e.g., International Development, International Relations, Biology, English.

## Experience

### Essential:

- Demonstrable success in raising 6-figure funding from institutional/statutory donors.
- Experience in securing funds from national and international bodies.
- Experience of producing a range of written and verbal communications for institutional donors.
- Demonstrable experience of project development and design principles, including theories of change and logical frameworks.
- Demonstrable experience in managing large grants, including financial management and reporting and narrative reporting.
- Experience of using research tools and resources for institutional funding opportunities.
- Experience of cultivating new prospect relationships and meeting ambitious targets.

### Desirable:

- Experience in writing proposals to DEFRA, Darwin, GEF, European Commission, UKRI and IKI
- Demonstrable success in raising funds from trusts, foundations and/or high-net-worth individuals.
- Experience of setting up systems to track and evaluate fundraising success and pipeline development.
- 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 providing training and capacity building on the principles of project design.
- Experience of using CRM databases for managing relationships.

## Skills

- Excellent spoken and written English.
- Demonstrated ability to present complex concepts in ways that are understandable and to write engaging content without losing accuracy.
- Excellent interpersonal skills, including listening and negotiating and an ability to present detailed information in an informative and compelling way.
- 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.

## Type of Person Required

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.

They will be eager to share their vast knowledge of project design and development to help others learn, succeed and flourish. With a meticulous attention to detail and quality, they will excel in developing impressive and compelling written and verbal proposals, presentations and reports for donors. They will have a proactive approach that is impact focused and the drive, resilience and flexibility to achieve successful fundraising outcomes.

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, critically appraise funding proposals and reports, take constructive feedback and support additional work when required.

# OUR OFFER

**Job Title:** Fundraising Officer

**Team:** Development and Communications

**Reporting to:** Senior Fundraising Officer

**Job Reference:** AD1324

**Start date:** Negotiable

**Salary:** GBP 30,000 to GBP 33,000 pa depending on skills and experience

**Contract:** Permanent, full-time

**Location:** The post holder will be expected to locate within commuting distance of our main offices in Cambridge, UK

*This is not a United Nations Post*

As a minimum we aim to match market rates for the conservation charity sector in Cambridge and invest a lot of effort to benchmark our salaries, ensuring that people are rewarded fairly for their role. To add to this, we offer some great benefits - here are the highlights:

- 12% non-contributory pension after 1-year service
- Flexible and family friendly working
- Life assurance against death in service (4X annual salary)
- Extended pay protection for serious illness that exceeds 6 months
- Excellent training and development opportunities, tailored to individual needs
- Scheme to buy (or sell) additional annual leave
- Cycle to work Scheme
- Fantastic shared social space and kitchen facilities
- Employee assistance programme and bereavement line to offer help and advice to staff and their families
- Brilliant Social committee that help to keep things fun!
- Caring Staff Liaison Committee
- Focus on environmental sustainability kept in check by our Environment Committee
- Free (proper) tea and coffee!

## Training

Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

We have a comprehensive induction programme that spans the first 6 months including what's critical in the first week, first month, and then monthly afterwards.

- We encourage everyone to use 5 days for their own personal development each year
- Standard training course which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training annual personal development reviews and organise bespoke training courses that meet the skill gaps in the organisation and fulfil the training needs of the people within it.
- Peer-to-Peer learning from our community of experts, taking advantage of the breadth and depth of knowledge and experience across the organisation.
- Internal and external invited speakers, workshops and talks that anyone can join or initiate.



## ABOUT UNEP-WCMC

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global Centre of expertise in biodiversity. We work at the interface of science, policy and practice to tackle the global crisis facing nature.

The Centre operates as a collaboration between UN Environment Programme and the UK registered charity WCMC. Our cutting-edge science, data and insights inform policy and business decisions worldwide. This position is with the charity WCMC, working in collaboration with UNEP.

Achieving our vision of a world living in harmony with nature will require transformative and systemic change across all sectors. We bring together governments, businesses, research bodies and more to put nature at the heart of decision-making.

**"We are entering a make or break decade for nature with UNEP-WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."**

Jonny Hughes, CEO of WCMC

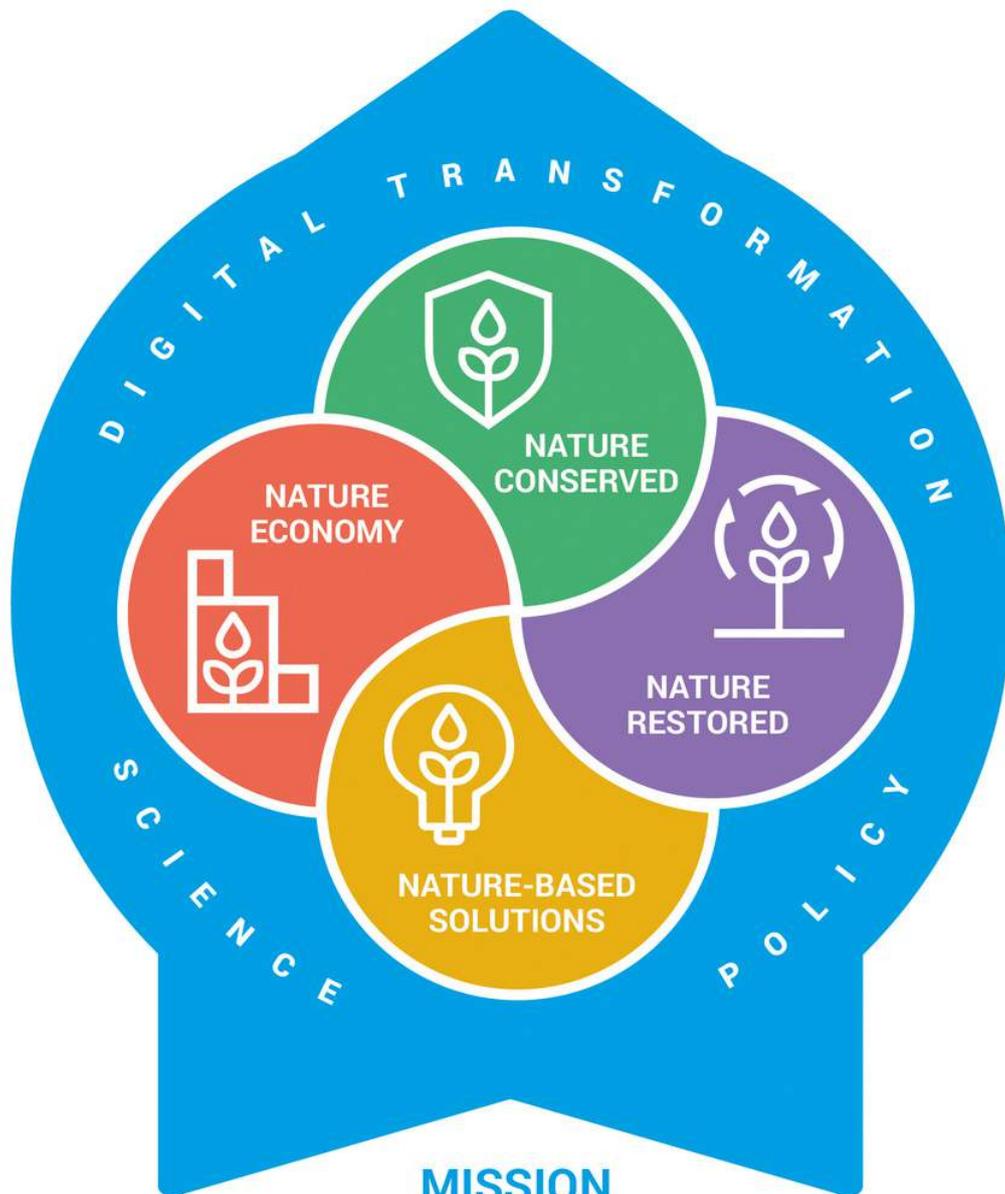


## Our strategy

We deliver our strategy through four independent impact areas which are complemented by three cross cutting innovation areas.

### VISION 2050

Living in harmony with nature



### MISSION

We develop knowledge and capacity for a nature-positive world



## The people

We have around 180 amazing people who make up our organisation. We are a really friendly bunch of professionals and do not think a single person has ever left the organisation without saying that it is the people that make the organisation fantastic and how much they will miss them when they leave. We truly do have world class scientists and professionals!



## The culture

Our culture is very supportive. There are lots of ups and downs in life, and we want to support our people through the difficult patches, so they can flourish again. We have a free employee assistance line that is available to all employees and their families and offers 6 remote counselling sessions and other advice services.

We have redesigned our kitchen and library to make a fantastic social space where you can have a quiet chat or a loud lunch with your colleagues! We also have tea every Wednesday afternoon, with locally homemade cakes and catch up with everyone and everything that is going on in the Centre.

We are affiliated with Cambridge University, and have rooms in the David Attenborough Building that we can use when we wish. We are also a member of the Cambridge Conservation Initiative and often collaborate with our CCI colleagues here.

WCMC attaches great importance to addressing safeguarding and ethical considerations in all activities carried out by its staff, including where partner organisations or individuals are part of the delivery of our work. This includes children and vulnerable adults in the community who may be vulnerable to abuse. WCMC acts with integrity, is transparent and expects applicants to share the same values.



## Diversity

We really take our diversity seriously, as we operate globally and need to have the people perspectives within the organisation, to fully understand our clients and partners that we work with. Our aim following the introduction of the points based immigration system was to increase our diversity not only in our range of nationalities, but in all protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex).

We have a sponsorship licence and always take the best candidate for the role from a whole range of applicants and offer sponsorship to those that require it. We have people that have worked for us, for more than 30 years, and our fantastic internships often attract the best and brightest graduates.

# HOW TO APPLY

If you are looking for a rewarding and challenging post where you can contribute to this exciting field, we want to hear from you.

Please complete our [application form](#) and send them together with your [2 page CV](#) and [cover letter](#) through this [link](#).

We screen candidates based on skills and experience and not their personal details. **Please do not include a photograph on your CV, and note that any applications which include a photograph may be automatically rejected.**

**Closing date:** 26th April 2022



# WCMC

LEARN MORE ABOUT US:



@unepwcmc



@unepwcmc



UNEP-WCMC

[www.unep-wcmc.org](http://www.unep-wcmc.org)