



JOB DESCRIPTION

TRUST AND GRANT FUNDRAISING OFFICER



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number. 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989
REGISTERED COMPANY NUMBER 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 35 Great St. Helen's, London EC3A 6AP

PATRON HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation.



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

OUR VALUES

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions. we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.



JOB PURPOSE

Manage the Trusts and Grants Fundraising needs for Durrell's Conservation Knowledge department, with emphasis on fundraising for our training work.

**TRUST AND GRANT
FUNDRAISING OFFICER**

DEPARTMENT

Conservation Knowledge

REPORTS TO

Conservation Training Manager

CONTRACT

Full Time (35 hours per week)

LOCATION

Jersey or UK (with regular visits to Bath)
(Negotiable)



KEY RESPONSIBILITIES

TRUSTS AND GRANT-MAKING BODIES

- Manage and monitor trust and grant applications for the Conservation Knowledge department with a particular focus on conservation training, capacity building and best practice initiatives. Working closely with the Trusts and Grants Officers in the Field Programmes to ensure grant applications are well-coordinated across Durrell.
- Work closely with the Conservation Training Manager to identify priority funding needs, coordinate development of applications and facilitate effective reporting.
- Use Durrell's grant tracking systems to ensure effective reporting of existing grants within deadlines.
- Manage and lead the identification of, and approaches to, trusts and foundations that have not previously supported the work of DWCT, building on an annual calendar of key prospects.
- Develop core generic proposals for priority projects and areas that require funding.
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
- Act as a focal point for the coordination of information from the Conservation Knowledge department for applications and reports to trusts and grant-making bodies.
- Identify and submit applications for prizes and awards that will raise the profile of DWCT and secure funding.
- Participate in the day-to-day work of the organisation – such as reporting, attending team meetings and events as required, and taking a flexible approach to general administrative and support tasks.
- Make full use of CRM database, ensuring that all records that relate to Trust and Grant fundraising are up to date, enabling effective reporting and monitoring.
- To be a passionate ambassador for DWCT, always maintaining the highest level of professionalism.
- To contribute to the wider Fundraising team, taking a proactive approach to working in a high-performing and collaborative environment.

ADDITIONAL RESPONSIBILITIES

- Where required, support the Head of Fundraising and Communications and other colleagues in the development of DWCT's fundraising and communications strategy and action plans.
- Support the development of the annual conservation impact report concerning the delivery of Durrell's conservation mission.
- Support the organisation and running of Durrell's annual conservation workshop.
- Objectively review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
- Participate in the day to day work of the organisation – such as reporting, attending team meetings as required, and taking a flexible approach to general administrative and support tasks.
- Ensure that all records that are relating to Trust and Grant fundraising are up to date, and that all new contacts and correspondence are entered into our donor tracking database.
- Represent the work of DWCT at events to members of the public and supporters, where necessary delivering presentations;
- Participate in staff appraisals and appropriate training for the role.
- Assist with delivery of training in fundraising and grant-writing skills, to include occasional teaching, tutoring and mentoring of students.

KNOWLEDGE, SKILL AND ABILITY

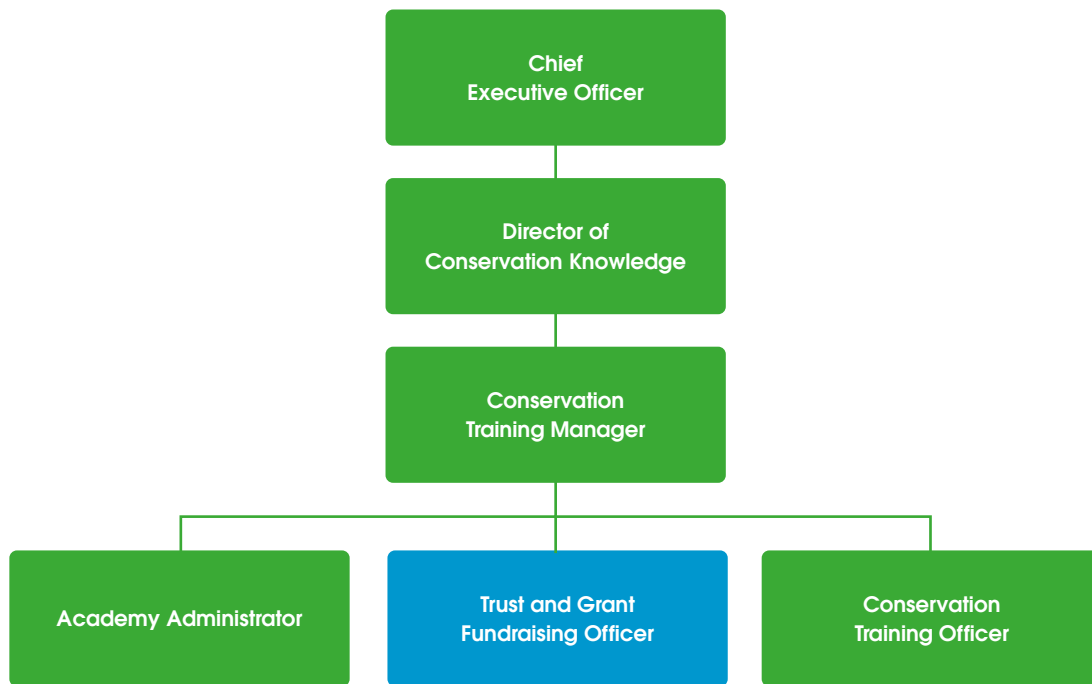
- Relevant degree level education within Conservation or related discipline.
 - Demonstrable experience in trust and grant fundraising, preferably within a conservation field and/or charitable environment.
 - Demonstrable ability to develop relationships with trusts and grant-awarding bodies.
 - Experience of researching funding opportunities.
 - Knowledge of UK Trusts and Foundations giving in general and with a training/ capacity building focus in particular.
 - Ability to understand and generate budgets.
 - Excellent written skills with the ability to produce concise and creative bids and reports.
 - Excellent communication and presentation skills required to build relationships with potential donors.
 - High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
 - Meticulous attention to detail.
 - Demonstrable ability to plan and prioritise own workload with minimum supervision.
 - Ability to plan ahead and work within agreed timeframes.
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BEHAVIOURS

- Acts with integrity and with the best interests of the employer at all times.
- Ability to demonstrate initiative and work well under pressure.
- Good team player.



TEAM ORGANOGRAM



OUR LOCATION



Durrell Wildlife Conservation Trust, Les Augres Manor,
La Profonde Rue, Trinity, Jersey, JE3 5BP