



JOB DESCRIPTION

PHILANTHROPY MANAGER



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

We are excited to be expanding our Philanthropy Team and this new role will be leading on the development of a mid-level donor program to support Durrell's rewilding programmes and development at Jersey Zoo, as well as providing a strong pipeline that develops our high-level donor program.

The main purpose of this job is to develop a new mid-level donor program for Durrell for donations between £1,000 and £10,000. The post-holder will be working closely with the Head of Philanthropy, who will lead on their own portfolio of high-level donors giving five-figure gifts to Durrell.

The Philanthropy Manager will have experience of either high-mid level donors or individual giving, a solid basis in relationship fundraising, as well as a good understanding of data, research, donor stewardship and communications. The post-holder will be working closely across the fundraising team to grow the pipeline and to successfully move donors up the pipeline.

As a member of the Fundraising Team, the Philanthropy Manager will contribute towards the delivery of the charity's strategic, operational, and departmental plans.



PHILANTHROPY MANAGER

DEPARTMENT
Marketing and Fundraising

CONTRACT
Full time

REPORTS TO
Head of Philanthropy

LOCATION
Jersey or home based in UK

KEY RESPONSIBILITIES

Raise funds by developing and managing the mid-level giving program

- Develop recommendations for developing a mid-level giving program that will seek to grow our pipeline and secure sustainable income by inspiring on-going support
- Manage the delivery of the program on a day-to-day basis to achieve desired income targets from approx. 100 – 150 prospects
- Work with the philanthropy team to identify and research prospective donors
- Develop an efficient and effective stewardship program to ensure our donors are informed, inspired and appreciated, with the objective to drive repeat donations
- Work with the philanthropy team to develop ideas for prospect and stewardship events. You may be solely responsible for the delivery of these events, or asked to work with colleagues, to create and deliver series.

Manage, steward and further develop the existing Gardiens program. Exploring opportunities to grow member numbers both in Jersey and UK.

To deliver high quality impact reporting to donors, ensuring any deadlines are adhered to.

To seek out innovative and agile approaches to working, adopting lean processes and use supporter data to drive performance and supporter experience.

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 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 mid-level donors 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.

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KNOWLEDGE, SKILL AND ABILITY

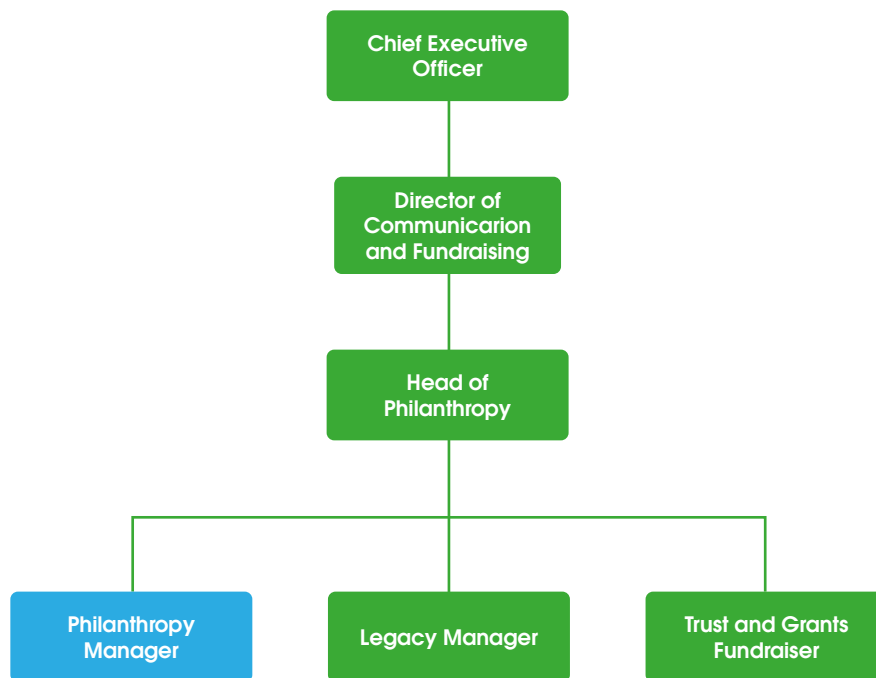
- Experience in face-to-face individual fundraising, with an excellent track record of successfully securing donations.
- Good understanding of the fundraising sector and mid/high value fundraising in particular.
- Relationship building experience across diverse stakeholder groups.
- Excellent written and verbal communications skills with the ability to produce creative, impact led proposals and reports.
- Strong relationship building and collaborative skills with confidence to influence at all levels.
- Good analytical abilities and a keen eye for detail.
- Ability to understand and generate budgets.
- Demonstrable ability to manage and prioritise own workload, prioritise multiple tasks, work under pressure and within tight deadlines
- Experience of managing supporter data through a CRM system (RE/NXT would be an advantage)
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Positive team player with a professional, solution focused attitude.
- Excited to work as part of a team of like-minded, passionate people who are inspired to make the world wilder, healthier and more colourful
- Passionate about conservation and Durrell's mission to save species from extinction



BEHAVIOURS AND VALUES

- Strong relationship building and collaborative skills with confidence to influence at all levels.
- Positive team player with a professional, solution focused attitude.
- Respectful of the opinions of others and willingness to collaborate.
- Works collaboratively with all stakeholders.
- Possesses a strong customer service ethos and builds good working relationships.
- Accountable for own responsibilities

TEAM ORGANOGRAM



OUR LOCATION



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