



## Job Description

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**Post:** Fundraising Manager (Grants) **Grade:** 10

**Centre:** Headquarters **Directorate:** Marketing & Supporter Development

**Reporting to:** Head of Fundraising

**Main function of the post:** To develop WWT's strategy for raising income from grant funders in the UK and internationally, and to secure funding from a range of sources. To develop WWT's international fundraising across all areas.

**Supervisory responsibilities:** 3 direct line reports

**Hours worked:** 37.5 hours per week

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### Main duties of the post

- To work with the Head of Fundraising to develop and implement the strategy for raising funds from grant funders in the UK and internationally, including statutory sources, charitable trusts and lottery sources
- To keep abreast of funding trends and proactively identify new opportunities for grant funding which fit within WWT's objectives
- To develop and implement the strategy for securing funds from international grant funders, working closely with the Conservation Directorate to identify opportunities and growth in this area
- To work closely with colleagues from across the organisation to develop proposals suitable for securing both restricted and unrestricted income ensuring grant funding contributes significantly to core costs
- To prepare and submit major funding proposals to grant funders working in collaboration with other fundraising staff
- To be responsible for initiating, developing and maintaining fruitful relationships with a range of grant funders working closely with funder officers and trustees as required
- To support fundraising colleagues in submitting grant applications providing guidance and management
- To be responsible for ensuring the requirements of funding agreements are met, including reporting and claims, delegating tasks as required

- To work in collaboration with another Fundraising Manager to develop and implement WWT's strategy for securing funds from the Landfill Communities Fund (or any related schemes) and from statutory and other similar funding bodies
- To keep abreast of current legislation around the Landfill Communities Fund and ensure that WWT continues to work within the scheme's framework
- To oversee the strategy for the Wetland Environment Trust and provide management to other fundraising colleagues to ensure Third Party contributions (for LCF grants) are secured as necessary
- To manage three direct reports and any other staff as required, including regular appraisals and the development of clear objectives

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Head of Fundraising or Director of Marketing & Supporter Development.

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**Date raised:** September 2006

**Date amended:** January 2012

## **Person Specification**

### **Qualifications**

#### **Essential:**

- Educated to degree standard or equivalent

#### **Desirable:**

- A relevant qualification in conservation / science

### **Experience**

#### **Essential:**

- Significant demonstrable experience of planning and writing successful major funding proposals for a variety of grant funders, including at least two of the following: statutory funders, charitable trusts, Landfill Communities Fund and Lottery funders
- A proven track record of raising significant funds in a fundraising function or similar environment
- Experience of successful international grant fundraising
- Experience of strategic planning and budgeting
- Experience of staff management

#### **Desirable:**

- Experience of grant fundraising within the conservation or environment sectors
- Business planning experience
- Experience of using fundraising databases

### **Managerial & Supervisory**

#### **Essential:**

- To define priorities for grant fundraising for the team and allocate duties to other members of staff where appropriate
- To manage direct reports including regular appraisals and setting of objectives

| <b>Type of staff</b>        | <b>Number managed</b> | <b>Number supervised</b> |
|-----------------------------|-----------------------|--------------------------|
| Permanent Staff             | 3                     | 0                        |
| Volunteers / Casual Workers | 0                     | 0                        |

### **Responsibility**

#### **Essential:**

- Develop and implement strategies to increase income through grant funding
- Responsible for ensuring requirements of funding agreements are met, including financial claims

- To work alongside technical colleagues to develop proposals suitable for grant funders
- Strong team-working skills and the ability to balance deadlines and workload, and work effectively under pressure
- Responsible for keeping up to date with current legislation around Landfill Communities Fund

**Levels of financial responsibility**

| <b>Type of Responsibility</b>            | <b>Level</b> |
|------------------------------------------|--------------|
| Expenditure (exc payroll)                | Up to £5k    |
| Cash Handling                            | Over £500k   |
| Assets (required for job, exc buildings) | Up to £1k    |
| Visitors (per annum)                     |              |

**Creative Ability**

**Essential:**

- Excellent written and verbal communication skills, able to relay complex information effectively to a variety of audiences
- Ability to think of and implement innovative ideas and creative solutions
- Ability to research – new funding sources and background information for funding applications
- Ability to match funding opportunities with WWT’s objectives

**Contact**

**Essential:**

- Confident in liaising with external donors, including with high level contacts
- Able to build relationships and work effectively with WWT staff at all levels, across all directorates and WWT centres across the UK
- Able to represent WWT’s Fundraising Department at a senior level at events and other meetings

**Desirable:**

- Existing funder contacts relevant to conservation and engagement

**General Notes**

This is a full-time position, which will from time to time; require work during some evenings, weekends and public holidays to meet the needs of the post.

Whilst this post is based at WWT Headquarters, Slimbridge, Gloucestershire, some travel will be necessary including travel to other WWT locations.