

Trusts Fundraising Officer

Place of work:	Galapagos Conservation Trust offices, central London
Hours of work:	9am to 5pm Monday to Friday
Reports to:	Projects Manager
Line Manages:	No direct line management, possible volunteer management
Salary:	£23,000 - £25,000 depending on experience

Job Description

Why you're here – if you only remember one thing – remember this!

Since 1995 the Galapagos Conservation Trust (GCT) has raised over £1.4million through Trusts and Foundations to support GCT conservation projects. As part of a wider fundraising plan in 2018, this position will increase income for essential conservation projects for Galapagos by working in close collaboration with the Projects Manager to raise income through Trusts and you will work directly with the CEO to support other major donation fundraising.

What you'll deliver

- An annual departmental fundraising target of £245K
- A high level of donor stewardship through personal communication & report writing
- The engagement of 1 new Trust or foundation per quarter
- Support for other major donor fundraising through proposal writing and reporting writing
- Administrative support to the Projects Manager

How we'll measure it

- Amount of restricted & unrestricted income secured through Trusts & corporate foundations
- Number of applications sent vs. number of successful applications (success rate)
- Number of 'repeat' funders engaged & donating
- Number of 'new' & 'historical' (a funder who has previously given to GCT, but not for many years) funders engaged & donating

What you're responsible for

- Developing an annual fundraising strategy for Trusts and foundations in collaboration with the Projects Manager
- Increasing restricted & unrestricted income from Trusts and foundations in line with the strategy
- Working with the CEO to support major gift fundraising
- Researching, writing and submitting proposals to potential funders and supporting GCT's project communications
- Ensuring all donors are reported to on time
- Maintaining excellent relationships with existing funders through stewardship
- Reviewing annual fundraising success for GCT projects

Person Specification

Work Experience

- At least 2 years of proven experience in Trusts fundraising
- Broader knowledge of other fundraising areas an advantage

Technical knowledge and skills

- Experience of working within the charity sector
- Excellent written and verbal communication skills
- Confident and polite telephone manner
- Able to organise and prioritise workloads in order to meet deadlines
- Strong research skills
- Ability to represent the charity at funder meetings & events

General

- A passion for conservation and the natural world
- Awareness of individual responsibility for health and safety of self and others in the workplace and to adhere to GCT's health and safety policies and procedures
- Ability to portray the charity in a positive light at all times
- Willingness to undertake any other duties which may be required from time to time (e.g. helping at occasional evening events)

Desirable

- Ability to speak Spanish
- Experience of working with volunteers
- Knowledge of fundraising best practice
- Experience of fundraising for international conservation projects

Galapagos Conservation Trust: Who We Are

The Galapagos Conservation Trust (GCT) is the only UK registered charity to focus exclusively on the conservation and sustainability of the Galapagos Archipelago. Launched in 1995 at the Royal Society, we have supported a vast array of projects in Galapagos across our major strategic themes of Science & Conservation and Education & Sustainability.

By raising funds and awareness in the UK we are able to support conservation projects in Galapagos, helping to contribute to the overall management of this unique ecosystem. We work with a wide range of delivery partners, both in Galapagos and the UK, which helps us to achieve maximum positive impact in our efforts to conserve the Islands.

What we want

- An experienced individual with a proven track record of fundraising success from Trusts and/or major donor fundraising
- An excellent communicator, who is able to write proposals for a wide range of audiences and is confident making enquiries regarding potential applications
- A highly organised individual, with experience developing fundraising strategies and meeting funding targets
- A proactive approach, able to work on own initiative as well as part of a small team

What you will get

- Opportunities to develop your skills
- Opportunities to benefit from professional external training to support further development where relevant and feasible
- A connection with cutting edge conservation projects in the planet's first World Heritage Site, the Galapagos Islands and the surrounding Galapagos Marine Reserve
- Support from a fully engaged staff team