



Gloucestershire
Wildlife Trust

Job description

Philanthropy Coordinator

We are looking for a passionate Philanthropy Coordinator to coordinate the development and delivery of fundraising relationships, with current and prospective supporters, and those with the potential for individual giving at the highest level. You will coordinate the delivery of a plan for the promotion of giving in wills, to all current supporters and the management of the in-memoriam giving programme.

Salary: £25,956 - £30,282 per annum, depending on experience

Term: Permanent/Full time

Responsible to: Head of Supporter Development

Liason with: Director of Engagement and Fundraising, Chief Executive, Senior Management Team, Trustees, Head of Engagement, Communications Manager, Lead Land Managers West and East, Volunteer Coordinator and Volunteers



Large blue © Billy Heaney

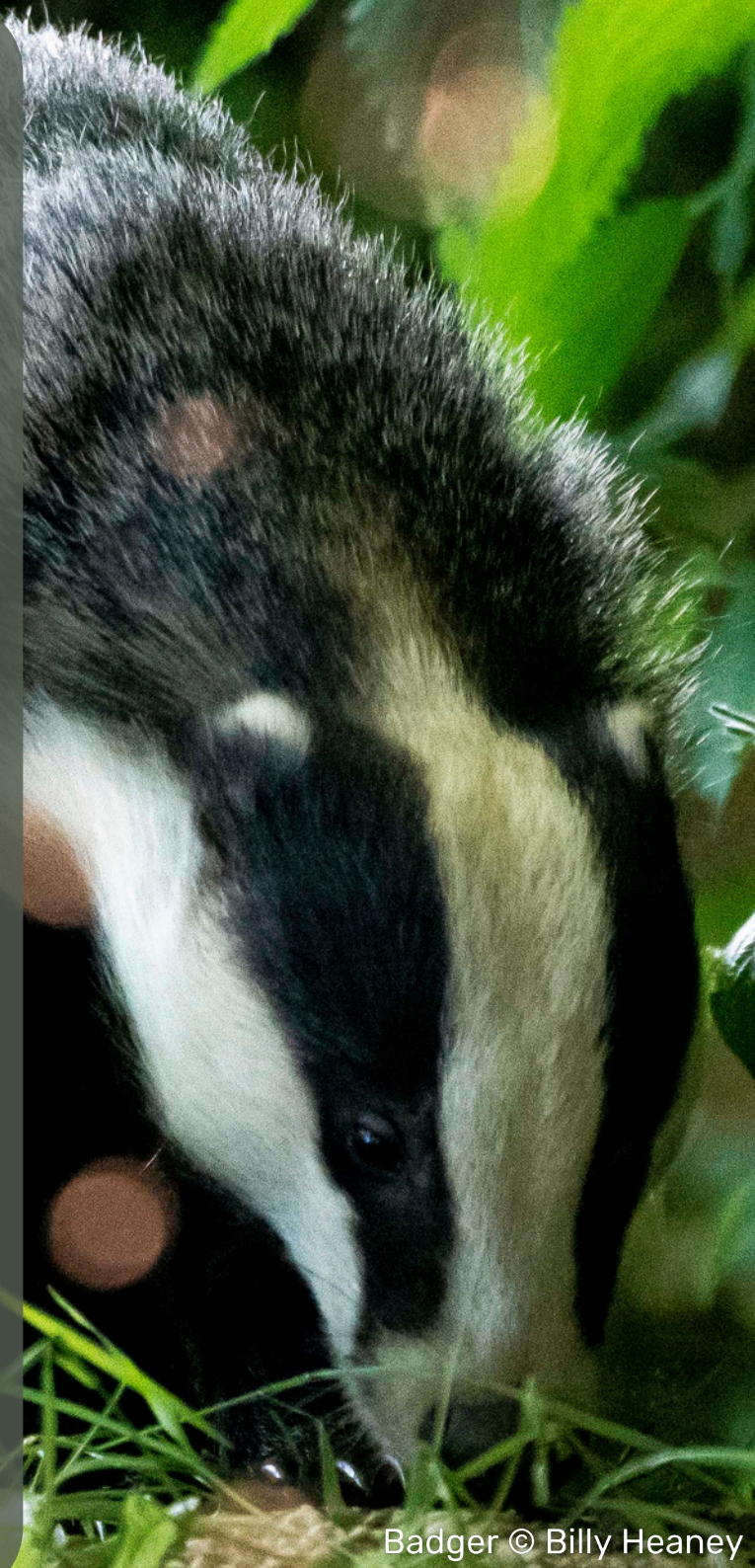


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Introduction to the role

This is a key role within Gloucestershire Wildlife Trust as this role coordinates our major donor, legacy and in-mem fundraising programmes. The relationships that we hold with our donors are key to generating the income vital for funding our work. The role sits within the Directorate of Engagement and Fundraising and reports to the Head of Supporter Development who oversees membership and fundraising at GWT.

The role is responsible for coordinating the delivery and support the ongoing development of a fundraising programme for major gift income, growing and developing the promotion of gifts in wills to our supporters and beyond, the acknowledgment and maintenance of in-mem gifts to meet annual income targets. We are looking for a fundraising coordinator with the energy and confidence to continue to support these key relationships and engage with these audiences through a structured communications programme.





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Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 nature reserves across the county, all of which offer free access for visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire’s wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions – <http://www.gloucestershirowildlifetrust.co.uk/about-us/who-we-are/strategic-plan>

Our vision is ambitious, but we believe we can deliver it by:

- Creating bigger, better, more connected wild places where people and wildlife can thrive
 - Inspiring more people and communities to take action for wildlife
 - Leading on ‘natural solutions’; championing the value of what wildlife can do for us
 - Growing our resources, influence and reach to shape a strong, resilient organisation

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition to our community programmes, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.



Gloucestershire
Wildlife Trust

Gloucestershire Wildlife Trust Values

Our values reflect each of us being:

A CARING COLLEAGUE – supportive and honest

Behaviours: We are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together.

ROOTED IN OUR COMMUNITIES – making nature inclusive

Behaviours: We respect each other's views and recognise and value our different backgrounds and lived experiences.

CHAMPIONS FOR WILDLIFE – passionate and pioneering for nature's recovery

Behaviours: We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

ARC symbolises the values we stand for, we have a shared culture with smooth connections between all parts of our organisation.



Outline of main responsibilities

- Pro-actively identify and research donors, key supporters, potential legacy pledgers and Charitable Trusts.
- Work closely with our Chief Executive, Director of Engagement and Fundraising, Senior Management Team and Trustees to ensure that all relationships are progressed by the most appropriate contact while retaining overall sight for our major supporter portfolio.
- Work with the Head of Supporter Development to grow our enhanced membership scheme (Wildlife Guardians).
- Continue to support a programme that builds awareness with our current supporters including the promotion of the free wills offer and stewards supporters through a legacy journey.
- Identify opportunities to promote gifts in wills to a wider, non-supporter audience.
- Build relationships with local solicitors who will recommend the Trust for gifts in wills.
- Maintain clear records of all legacy interactions and contacts and steward appropriately.
- Promote fundraising dedication opportunities in memory or in celebration of an individual.
- Support the communication programme to build, develop and steward relationships with existing and potential donors and legacy pledgers through a proactive programme of events and activities that ties in the overall engagement and supporter journey for the trust.



Outline of main responsibilities

- To identify and research Charitable Trusts whose funding criteria resonates with GWT and produce inspiring, accurate and professional cases for support and applications.
- To work with colleagues and other teams to collate information about projects requiring external funding for both Charitable Trusts and Individual donors.
- Steward existing corporate relationships and coordinate our 'Wild Work Day' corporate volunteering activity.
- Ensure that the database is kept up to date with all interactions recorded as appropriate and that all contacts are recorded appropriately and are in line with GDPR regulations on our contact relationship management database.
- Maintain all relevant sections on the website and ensure clear contact information for anyone wishing to give a gift, leave a legacy or get in touch to find out more.
- Reporting to Head of Supporter Development on monthly and quarterly reporting of performance against forecast and recommendations for action as needed. Producing results for an annual review of all performance areas including appropriate database analysis.
- Work with Head of Supporter Development to monitor income and expenditure budgets; produce accurate financial reports; keep appropriate funding records for auditing purposes.
- Carry out other duties from time to time as required by the Director of Engagement and Fundraising or Chief Executive.



Experience and knowledge:

Essential:

- Demonstrable experience of either working within a larger team working across all areas outlined or coordinating the day to day requirements of these fundraising programmes.
- Previous experience of coordinating relationships with wealthy individuals.
- Track record of supporting legacy giving programmes and administration of legal or financial requirements on behalf of the organisation.
- Workable knowledge and understanding of database management and contact recording as well as the ability to extract records for mailing and data for analysis.

Desirable:

- Experience coordinating events and fundraising activities.
- Basic data analysis skills and knowledge of results reporting.
- Understanding of current fundraising regulations and GDPR.





Person Specification

Skills and qualities

Essential:

- Excellent inter-personal skills, communication, presentation skills.
- Ability to research information and collate into an inspiring case for support/proposal.
- High standard of written communication skills.
- Working knowledge of Microsoft office suite and database management.
- Good organisation skills and attention to detail.

Desirable:

- Good financial skills and some experience of managing a budget.
- Personal commitment to wildlife and the natural environment.
- Enthusiasm, motivation and dedication.
- Full clean UK driving licence.





Terms of Employment

This is a Permanent full-time post (35 hours per week) and is subject to a six-month probationary period. Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu is given.

We offer a rounded benefits package to include life insurance of three times salary, a contributory pension scheme with generous employer contributions and an employee assistance programme. The postholder is entitled to 21 days paid leave per year pro rata (rising to 30 days through service) in addition to public holidays and Christmas closing period as well as two volunteering days. Other discounts and benefits are available too.

Our office facilities are at Robinswood Hill Country Park in Gloucester. Your line manager will provide details and agree your office/home/other working arrangements.

It is the nature of the work of Gloucestershire Wildlife Trust that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks that are not specifically covered in the Job Description are undertaken, including providing cover for absent staff in order to maintain organisational effectiveness.

As part of its commitment to investing in its people, GWT trains and supports its staff in the delivery of their duties. Advice will be given in drawing up a personal development plan and all suggestions considered according to resources available and the over-riding priorities of the Trust. An appraisal process is carried out every year.

The post holder will be consulted by the Chief Executive prior to any proposed major changes to duties and responsibilities and reasonable notice will be given before implementation.



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Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.





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How to apply

To make an application, please complete an online application form on our website by midnight Friday 19 July

Interviews will be held on Friday 26 July

Thank you for your interest in this position and we look forward to receiving your application.

