

# Bat Conservation Trust



## Fundraising and Development Officer

### Job description

#### Background

The Bat Conservation Trust (BCT) is proud to be the leading non-governmental organisation devoted solely to the conservation of bats and their habitats. BCT's vision is a world rich in wildlife where bats and people thrive together. Our mission is to conserve bats for present and future generations. Through education, collaborative action and scientific research, we inspire individuals and organisations to value and speak out for bats.

BCT's strategic aims are:

- Discover: *To ensure scientific evidence is in place to support bat conservation*
- Act: *To secure and enhance bat populations and their resilience in a changing world*
- Inspire: *To win the levels of support required to secure and enhance bat populations*
- Strengthen: *BCT to achieve financial stability and sustainable staff workloads. Staff and volunteers are motivated and well led.*

BCT's core expertise includes: biodiversity delivery (an experienced lead partner for several bat species in the UK Biodiversity Strategy); the National Bat Monitoring Programme (coordinating more than 1000 volunteer surveyors each year); delivering advice about bats (through the National Bat Helpline and through long-term partnerships with the statutory nature conservation organisations); training professionals and volunteers; and engaging and educating wider audiences.

BCT's head office is in Vauxhall, London and we have offices in Wales and Scotland as well as some remotely based staff.

#### Purpose of the job

- The purpose of this role is to maximise project fundraising income from large statutory, trust, corporate and other grant funders by leading across the BCT team on developing and submitting project bids

# Roles and Responsibilities

## 1. Bid development and grant income generation

- To be responsible for managing and developing relationships with funders (statutory, trust and corporate)
- Identify suitable funders and meet best practice when asking for funding
- Write large funding bids and support the writing of large funding bids with others in BCT to achieve more successful applications
- Work with the Conservation, Science and Communications and Fundraising teams and with NGO partners to understand current and new areas of work, to identify opportunities for funding and promote grant funding opportunities
- Develop and design plans and budgets for large scale project bids, working with the fundraising team, Senior Management Team, Head of Operations and other managers to enable BCT to secure sufficient funding to deliver annual priorities and longer term strategic objectives
- Work with the Director of Communications and Fundraising to communicate and promote new grants knowledge across the team and identify and develop appropriate projects to put to large grant funders
- Contribute to BCT's funding strategies to drive the improvement of our response to grant opportunities, maintain existing grant spreads and project pipelines and to identify new opportunities
- Ensure project staff and Head of Operations are aware of grant funder terms and conditions. Lead on certain funding claims (writing reports, updating financial information) by liaising with funders, project and finance staff
- Undertake relevant advocacy with grant decision makers on funding and funding conditions
- Communicate with BCT staff to ensure everyone is kept up to date on projects, progress and deadlines
- Stay up to date with any relevant legislation and fundraising best practice

## 2. Develop fundraising capacity at BCT

- Work with the Director of Communications and Fundraising to build further project development and fundraising skills across teams at BCT
- Hold regular meetings with heads of departments and project managers to keep them updated with progress and develop new opportunities

## 3. Legacy income generation

- Develop a legacy promotion strategy
- Manage all aspects of legacy administration
- Work with the Fundraising and Membership Officer to promote legacies

## Other responsibilities:

- Engage effectively with colleagues within BCT and with organisations we work with to ensure an integrated approach to fundraising and effective external communications
- Assist in raising the profile of BCT projects that have been grant funded, providing regular material for newsletters, e-bulletins and other communications
- Prepare budget and annual work programme for large grant support, working with colleagues in the Communications and Fundraising team and Finance and Operations team
- Prepare reports on project fundraising and track pipeline bids, providing regular updates to SMT and quarterly updates to trustees
- Provide updates to the whole BCT team via regular team meetings
- Maintain records and timetable of deadlines for applying to funders and reporting to existing funders
- Carry out other duties from time to time as required by the Director of Communications and Fundraising

## Working relationships

Inside the organisation, reports to Director of Communications and Fundraising

Close contact with:

- Director of Communications and Fundraising – maintains an overview of the charity’s fundraising needs and prioritises needs
- Director of Conservation, Head of Monitoring and Science, Director of Communications and Fundraising – for the development of fundable projects already identified but also to work with colleagues to identify how new opportunities may be appropriate for grants
- Head of Operations/finance contractors – for project budgeting information

Outside the organisation, regular contact with:

- Decision makers at grant making bodies, funders and project partners
- Lead partners at conservation, research and other collaborating organisations

## Other relevant factors

Compliance with BCT’s Staff Handbook policies, including Data Protection, Safeguarding, Green Housekeeping and Health and Safety.

## Salary

The salary is in the range of £27,000-£30,000 depending on experience

## Length of post

This is a permanent contract but as with all BCT posts depends on continuation of funds. There is an initial three month probationary period with one week’s notice, then one months’ notice.

## Holiday

25 days annual leave plus bank holidays (33 days in total)

## Benefits Package

BCT offers Childcare Vouchers, Cyclescheme and an Employee Assistance Programme which you may join after satisfactory completion of a probation period.

## Pension

BCT will automatically enrol you into a Group Pension Plan after you have been employed by BCT for three months. Currently, employee and employer contributions are 3% (minimum) and 4% respectively. Pension contributions will be reviewed and increased in line with pension reform legislation.

## Usual time of work

This is a full time post, 9am – 5.30pm including one hour for lunch (37.5 hours per week). There may be occasional evening and weekend work for which time off in lieu is given, although not necessarily on a one for one basis.

## Place of work

The main BCT office in Vauxhall, South London.

## Person specification

Quality	Essential	Desirable
<b>Experience</b>	<p>Minimum of 3 years' experience in grant funding/project development environment, including partnership projects (or demonstrable transferable skills from a comparable work environment)</p> <p>Working with fundraising from statutory and grant making bodies and creating successful bids</p> <p>Collaborating with colleagues (internal and external) on projects with fixed deadlines</p> <p>Proven track record of income generation</p> <p>Experience of working in a non-profit organisation</p> <p>Experience of advocacy with funders and senior decision makers</p>	<p>Experience of working in the environmental sector</p>
<b>Knowledge</b>	<p>Degree or equivalent work experience</p> <p>Thorough understanding of grant funding, funder motivations and long term implications of funding packages and commitments</p> <p>Knowledge of full cost recovery of overheads and budget development</p> <p>Familiar with fundraising regulation</p>	<p>Interest in nature conservation issues</p> <p>Understanding of bat ecology and conservation</p> <p>Knowledge of monitoring and evaluation for funding</p> <p>Knowledge of charity financial accounting</p>
<b>Competencies</b>	<p>Professional approach to work</p> <p>Strategic planner with attention to detail</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to deal confidently with a wide range of people</p> <p>Ability to master a brief quickly</p> <p>Ability to work under pressure</p> <p>Proficient in Microsoft Office Programmes</p> <p>Skilled at writing high quality proposals using pre-existing material</p> <p>Skilled at report writing</p> <p>Excellent communication skills (written, verbal, active listening), with proven ability to engage people effectively to achieve a common goal</p> <p>Excellent interpersonal, organisational and team working skills and ability to coordinate work across teams</p> <p>Ability to meet deadlines, including when working with numerous colleagues and collaborators</p>	<p>Member of the Institute of Fundraising</p> <p>Creative and adaptive approach to problem solving</p> <p>Ability to present in front of varied audiences</p>
<b>Personal Qualities</b>	<p>Self-reliant, mature attitude and at ease with a range of people</p> <p>Proactive approach</p> <p>Proven "completer-finisher" qualities</p>	<p>Good networking skills with ability to develop partnerships outside the organisation</p>