

# FOREST & BIRD

## JOB DESCRIPTION

### JOB TITLE

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Grants Fundraiser

### PURPOSE

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The purpose of this role is to research, identify, apply to, and report back to grant-giving organisations. The role holder will be responsible for growing income from trusts and foundations, in line with Forest & Bird's strategic objectives and targets.

The Fundraising & Membership team shares the mission of Forest & Bird to defend and restore nature in New Zealand. Our incredible supporters are at the heart of everything we do. Members, donors, supporters, and sponsors are passionate about protecting the wildlife and wild places they love, and our mission is to help them achieve this. By joining the Fundraising & Membership team you commit to go the extra mile to champion and celebrate every contribution they make with the goal of creating meaningful relationships that make sure nature will always have a voice.

The Grants Fundraiser role is instrumental in securing grant funding for the Projects, Branches & Networks Group, which supports Forest & Bird's National Projects, branches and networks, Youth Hubs, and the Kiwi Conservation Club. The role holder will be expected to work closely with colleagues in this group (and the volunteers it supports) and participate in regular team meetings to identify funding opportunities.

### SPECIFIC DUTIES & RESPONSIBILITIES

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Organisation knowledgebase:

- Identifies appropriate funding needs and the creation of cases for support, including project budgets
- Works closely with members of the Projects, Branches & Networks Group, Forest & Bird branches and Youth Network leaders, and campaign / advocacy colleagues to create engaging and compelling applications and reports for funders that can also be used across the different fundraising channels and by the Communications team as appropriate.

Strategic development:

- Work with the Group Manager of Fundraising & Membership and Manager National Projects to develop and implement a strategy to increase income from trusts and foundations in line with Forest & Bird's charitable objectives and 5-year strategy.

Grant Application:

- Research and identify potential trusts and foundations to maintain a strong pipeline of new potential donors, and ensure colleagues have up-to-date knowledge of upcoming grants and programmes.
- Lead on research, development and writing of high-quality tailored applications, addressing grant-making priorities and/or requirements as specified by individual trusts, foundations or grant making bodies.
- Provide support to members of the Projects, Branches & Networks Group by sharing funding opportunities, reviewing / critiquing applications, and ensuring best practice is followed at all times.
- Liaise closely with the Finance Manager to ensure that bid budgets cover costs including overheads.
- Liaise with the Senior Leadership Team to ensure an understanding of the different project opportunities and to ensure access to the most relevant information to build cases for support.
- Meet financial targets for grant income.

Support Forest & Bird branches and Forest & Bird Youth leaders:

- Work closely with the Branch & Network Support Advisor and Youth Network Support Co-ordinator to identify and share information about funding opportunities with Forest & Bird branches and Forest &

Bird Youth leaders, respectively.

- Provide assistance to Forest & Bird branches and Forest & Bird Youth leaders by reviewing / critiquing their funding applications and provide advice / training as required on best practice in grant-writing and reporting.

#### Administration & Reporting to Funders:

- Ensure that relevant funding deadlines are met by checking, updating, and managing trust and grants databases with relevant information.
- Have the highest standard of donor care ensuring compliance with funders instructions. This includes acknowledging grants and donations appropriately, timely submissions of donor reports which include budget reporting and impact data and responding to donor queries.
- Maintain Forest & Bird's Grants database.
- Record key information on Raisers Edge database on existing and potential grant-givers, ensuring information is accurate and up to date.
- Create and maintain income pipelines for trusts and foundations aligned to income targets and contribute to monthly management information.
- Liaise regularly with colleagues to ensure an up-to-date knowledge and understanding of programmes, impacts, and outcomes.

#### Health and Safety (Individual)

- All Forest & Bird team members must be fully vaccinated against Covid-19. "Fully vaccinated" means having had two vaccines plus a booster, with the booster being received at least two weeks prior to taking up this position.
- Comply with Forest & Bird's Covid-19 Policy and Protocols.
- Take all reasonably practicable steps to ensure their own personal health and safety as well as the health and safety of others who are involved in, or may be affected by, their activities.
- Report all occupational injury, illness, near miss incidents, environmental impact, or property damage, regardless of its severity, to the Conservation Health & Safety Advisor.
- Report all hazards which may result in an injury, illness, environmental impact, or property damage to Conservation Health & Safety Advisor.
- Cooperate with any policy or procedure of Forest & Bird relating to safety or wellbeing in the workplace that has been notified to staff.
- Comply, as far as reasonably able, with any instruction by Forest & Bird to allow Forest & Bird to comply with the law.

At Forest & Bird there will be times when we all pitch in to do additional tasks that are outside our regular roles. This forms part of our culture and celebrates our values of Collaboration, Courage, and Professionalism.

At Forest & Bird, all staff are encouraged to contribute to continuous improvement: to support innovative thinking, smart work practices, how we engage across teams, and the overall culture and work environment.

There will be opportunities to participate in forums, committees, and working parties across the organisation and with third parties.

#### Key Relationships:

##### Internal:

- Group Manager Fundraising & Membership
- Group Manager Projects, Branches, & Networks
- Group Manager Campaigns, Advocacy & Communications
- Finance Manager
- Manager National Projects
- Conservation Project Managers
- Branch & Network Support Advisor
- Forest & Bird branch committees
- KCC Manager and team
- Youth Network Support Coordinator
- Forest & Bird Youth Network leaders

##### External:

- Grant giving organisations
- Strategic Grants (database / research)

All staff are expected to develop professional relationships with other staff throughout the organisation during their tenure at Forest & Bird.

## **GENERAL DUTIES & RESPONSIBILITIES**

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- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

## **SKILLS, EXPERIENCE & EDUCATION**

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- A minimum of two years' experience in a fundraising role and a demonstrable track record in raising funds from trusts and foundations.
- Excellent writing skills with the ability to write engaging and persuasive proposals.
- Excellent verbal communication skills.
- Self-starter with first class organisational skills - able to develop and deliver on plans with minimal direction; proactive and confident in using own initiative, prioritising workloads, balancing conflicting priorities, monitoring progress, and exercising judgement about chasing progress, as necessary.
- Excellent attention to detail.
- Research and analytical thinking - you will need to be good at researching and devising strategies, as well as spotting and taking advantage of fundraising opportunities.
- Creative thinking which leads to solutions to meet funding criteria and organisational need.
- Excellent interpersonal and relationship management skills - you need to be adept at working with others, whether they be internal colleagues, volunteers, or partners.
- Team player with collaborative working style and commitment to working with others to achieve shared goals.
- Good standard of numeracy and able to construct project budgets.
- A genuine interest in conservation and environmental issues.
- This position requires some familiarity with Te Ao Māori including, for example Te Reo Māori, tikanga and waiata. A person holding the position who does not already have an appropriate level of competence and knowledge will be required and supported to develop them.
- Experience using online Content Management Systems, competent in use of common Microsoft Office applications. Database management skills.
- Fully vaccinated for Covid-19 (this includes being up to date with covid-19 vaccine boosters at the frequency recommended by the Ministry of Health).