

Job description and person specification

Job title: Programme Funding Officer

Location: Office (Bristol, UK) at least 1 day each week, option to work remotely for remaining days.

Duration: Permanent contract

Working hours: Full time, 35 hours a week

Salary: £31,228+ competitive holiday +pension

Start date: ASAP

Responsible to: Head of Programme Funding

Overall aim:

The overall objective of this role is to generate and maximise restricted income from institutional and corporate donors, trusts and foundations. You will be working with the Head of Programme Funding and another Programme Funding Officer to develop, manage and deliver our fundraising strategy.

Key objectives:

- To support the development of compelling proposals
 - To build strong relationship with donors
 - To contribute to secure match fundings
 - To identify new prospect donors
 - To support the development of reports
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Key roles/ tasks:

1. Proposal development and grant management (70%)

- Support the Head of Programme Funding with coordinating, developing and submitting high quality and engaging funding concept notes and proposals, ensuring content adheres to donor guidelines.
- Support the Head of Programme Funding with reviewing and editing narratives, logframes, developing budgets and other supporting documents.
- Work closely with teams across the organisation, including UK operations and finance teams and in-country project teams to develop new concept notes and proposals.
- Generate new income in order to expand and develop Tree Aids programme of work.
- Support report writing and donor updates as part of a donor liaison process
- Deliver a high standard of donor stewardship, to build and develop rewarding relationships with a range of donors.
- Contribute to other areas of Tree Aids fundraising as appropriate.
- Keep fully informed about Tree Aids programme of work in Africa, specific projects, core costs and strategies to fund these.
- Support the Head of Programme Funding with developing in-country capacities on project development.
- Support the other programme funding team with applications when needed

2. Planning, research and best practice (20%)

- Work with the Head of Programme Funding to develop and deliver strategies and plans for fundraising, to grow Tree Aids restricted income.
- Research and identify new and potential funding opportunities in line with organisational funding priorities and communicate opportunities to UK and country teams.
- Update funding pipeline tools, keeping an accurate database of opportunities, proposal development, submissions, and donor meetings.
- Coordinate the collection and sharing of learning from proposal development processes, helping to ensure this informs project design.

3. Team and cross-organisational working (10%)

- Participate in cross-team initiatives, particularly those related to fundraising and financial targets.
- Contribute to planning and knowledge sharing.
- Propose and implement process improvements to strengthen Tree Aids ability to grow its restricted income.
- Any other duties as required by the Programme Funding Manager or Director of Operations.

Person specification:

E = Essential criteria

D = Desirable criteria

Qualifications/knowledge

- Educated to degree level or equivalent (E)
- Fundraising knowledge and experience, particularly in working with institutional donors (E)
- An understanding of international development, project planning and implementation (D)
- Working knowledge of French or German being a nice plus

Personal qualities

- A commitment to Tree Aids values (E)
- A confident and excellent networker with ability to engage and develop relationships with external and internal contacts (E)
- Able to work as part of a cross-cultural team particularly with staff for whom English is not their first language (E)
- Solutions focused (E)
- Able to organise and prioritise work and meet deadlines (E)
- Strong attention to detail (E)
- Flexibility and ability to multi-task to ensure deadlines are met (E)

Fundraising

- Experience of successful fundraising from institutional donors (E)
- Excellent writing skills, including experience of writing successful donor proposals and reports (E)
- Experience of donor stewardship (D)

Skills/Knowledge

- Excellent written skills and the ability to turn complex information into a compelling case for support (E)



- Excellent oral communication, presentation skills and ability to establish relationships at a variety of levels (E)
- Strong numeracy skills and experience reviewing budgets and financial reports (E)
- Strong analytical skills with the ability to synthesis complex information (E)
- Excellent IT skills (word, excel, teams, sharepoint) (E)
- Experience of using a database as a relationship tool (D)
- Experience of producing fundraising/marketing plans (D)
- Familiar with fundraising best practice and legislation including GDPR (D)