



Stephanie O'Donnell/Fauna & Flora and WILDLABS

Programme Development Manager, WILDLABS

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
Fauna & Flora Vice-president

Fauna & Flora

Fauna & Flora's vision is a sustainable future for the planet, where biodiversity is effectively conserved by the people who live closest to it, supported by the global community.

Our Mission is to conserve threatened species and ecosystems worldwide, working with partners to deliver local solutions that are scientifically robust and enhance human well-being.

Founded in 1903, Fauna & Flora is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

WILDLABS

WILDLABS is the central hub for conservation technology, connecting 7,000+ conservationists, researchers, field biologists, engineers, developers, and conservation technology experts from around the world. With huge challenges like wildlife crime and poaching, climate change, deforestation, and extinction threatening ecosystems around the world, it's more important than ever for conservationists to have access to the tools, resources, and networks needed to rise to those challenges. As a global collaborative programme connecting and supporting conservation tech practitioners around the world, **WILDLABS** has a strong track record of designing and delivering events and programmes to respond to the conservation technology sector's capacity needs, providing resources, and capturing key insights to inform policy and longer-term sector-wide priorities.

The Opportunity

The **WILDLABS** Programme is seeking qualified candidates to support the Executive Manager and **WILDLABS** team in the development of and fundraising for the **WILDLABS** programme and, when required, to manage start-up of a selected projects within their programmes.

We are looking for an experienced Programme Development Manager to join our team and help us grow our organisation's impact. The ideal candidate will have a passion for wildlife conservation and technology, and a proven track record in developing and implementing successful business strategies. The Programme Development Manager will be responsible for identifying and pursuing funding opportunities to support our conservation technology community and projects, ensuring long-term sustainability of our programme.

You will have excellent fundraising and grant management skills, with experience in project development and implementation. You will have strong analytical and problem-solving skills, with the ability to build positive personal and organisational relationships. You will also have experience developing, implementing and managing systems, processes and administration as well as a methodical and rigorous approach to work.

If you meet these requirements and are looking for a new challenge we'd love to hear from you. You will be joining an international, impactful and ground-breaking organisation, at the forefront of global conservation. In addition, Fauna & Flora offers a generous pension contribution, attractive annual leave allowance and life insurance.

Our offices are located in central Cambridge, just a few minutes' walk from glorious historic buildings

and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	£35,000 - £37,500 per annum
Location:	Fauna & Flora, Cambridge, UK Current policy offers partial remote working within the UK
Benefits:	25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed For employees on UK-based contracts, Fauna & Flora currently provides a pension contribution of 8% of salary after 3 months' continuous employment. Group Life insurance, currently set at a benefit of 4 x basic salary
Hours of Work:	This is a full-time position working 37.5 hours per week, Monday-Friday inclusive.

Job Description

Job Title:	Programme Development Manager, WILDLABS
Reporting To:	Executive Manager, WILDLABS
Key Relationships:	WILDLABS Programme Teams in Fauna & Flora, WWF-US, and other partner organisations Institutional Fundraising Major Gifts Team Supporter Marketing Team Key stakeholders in WILDLABS

Purpose

Support the Executive Manager and **WILDLABS** team in the delivery of the **WILDLABS** Programme:

- lead on the development and fundraising for new and existing programme activities

- design, implement and maintain effective streamlined operational processes and systems, ensuring they are fit for purpose and accord with relevant Fauna & Flora and **WILDLABS** policies and procedures
- develop and enable the expansion of a portfolio of projects with a focus on conservation technology, events and communication, capacity building and innovation

Key Responsibilities:

Programme development and fundraising

- Working with the Executive Manager WILDLABS, develop and implement a fundraising strategy that aligns with **WILDLABS**' mission and goals.
- In close consultation with the Executive Manager, contribute to the operational development of the **WILDLABS** programme and its activities by leading on agreed concepts and proposals for the programme
- Identify and pursue opportunities, including partnerships, collaborations, grants, and sponsorships, to support our conservation technology community and programmes
- Act as the main point of contact between **WILDLABS** Partner Organisations (Fauna & Flora, WCS, WWF-US and CI) fundraising teams and the **WILDLABS** team, ensuring fundraising priorities and opportunities are effectively communicated between teams
- Develop and deliver compelling funding proposals and presentations to potential partners, funders, and sponsors. Ensure that the proposals are of a high standard and in line with Fauna & Flora and **WILDLABS**' expectations and philosophy.
- Conduct market research and analysis to identify emerging trends, opportunities, and risks in the conservation technology sector.
- Work closely with **WILDLABS** project teams to understand project needs and develop funding solutions that support our conservation technology programmes.
- Collaborate with **WILDLABS** communications team to ensure that funding development efforts are aligned with our organisation's messaging and brand.
- Build and maintain relationships with potential and current partners, funders, and sponsors to ensure the success of our programme development efforts.

Operations

- Manage contracts, agreements and subgrants with partners, funders, and sponsors to ensure that all parties adhere to agreed-upon terms and conditions.
- Put in place appropriate structures for effective project monitoring and evaluation in consultation with the Executive Manager, enabling project activities to be assessed and adapted in relation to budgets
- Be responsible for **WILDLABS** operations, evaluating processes and/or systems on an ongoing basis with a view to continuously improving efficiencies and ways of working
- Support the **WILDLABS** programme by contributing to the design and implementation of **WILDLABS** policies and procedures, incorporating necessary information from relevant Fauna & Flora's policies and procedures
- Track and report on fundraising activities and results to **WILDLABS** partnership

Project development

- Manage and provide technical support to the start-up of agreed projects, taking responsibility for financial monitoring and operational management of projects, and ensuring FFI internal reporting procedures are met, during these projects' start of phase

- Work with the **WILDLABS** Executive Manager and relevant Programme Managers to agree targets and work plans for the start-up of any projects to be managed
- Oversee work of, and maintain regular communications and liaison with, project staff, consultants and partners involved within these projects, whilst ensuring communication is effectively maintained with the WILDLABS Executive Manager
- Work with the WILDLABS Executive Manager to undertake the development of budgets for the projects to be managed in line with agreed work plans and take responsibility for developing follow-up and parallel projects and securing funding for these projects.
- Put in place appropriate structures for effective project monitoring and evaluation in consultation with the Executive Manager WILDLABS, enabling project activities to be assessed and adapted in relating to budgets.

General

- Keep up to date on issues of conservation technology. Engage with **WILDLABS** programmes and partner organisation's regional and thematic programmes on conservation technology to monitor trends and needs emerging from the community, so the **WILDLABS** programme evolves to respond to relevant challenges from our community.
- With the agreement of your line manager, perform any other tasks that may be requested from time to time, commensurate with skills, experience and role

The Programme Development Manager, **WILDLABS** will also work with the **WILDLABS** team to support the research and engage global conservation technology community as required. Duties may be altered, reasonably added or delegated from time to time to reflect changes within the organisation's activities and structure.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent and proven fundraising with experience in grant management and reporting skills • Methodical and rigorous approach to work • Excellent writing skills including technical proposal and report writing skills • Proven ability to develop compelling funding proposals and deliver presentations to potential partners, funders, and sponsor • Ability to conduct market research and analysis • Proven ability to develop and maintain effective relationships with funders and stakeholders • Strong analytical and problem-solving skills • Ability to learn quickly and apply new skills • Excellent communication and presentation skills (written and verbal), to both technical and nontechnical audiences 	<ul style="list-style-type: none"> • Other language skills (written and spoken)

	<ul style="list-style-type: none"> • Ability to assess and prioritise tasks effectively to accomplish projects to deadlines, and to balance multiple projects at the same time • Proficient user of Microsoft Office • Fluency in written and spoken English 	
Knowledge and experience	<ul style="list-style-type: none"> • A relevant degree or equivalent level qualification in relevant subject or equivalent level experience • Substantial experience in fundraising • Proven track record in project development and implementation • Proven ability to secure funding from multi-lateral and bi-lateral agencies (including statutory donors) and the private sector • Demonstrable experience in developing successful funding strategies, building relationships, and closing deals • Experience of optimising systems and processes • Substantial experience in grant and operations management • Experience of working with leading CRM's • Experience working at a strategic level within a small and globally dispersed team • Experience working within a multicultural environment 	<ul style="list-style-type: none"> • Experience working in an NGO • Experience working with local partners, government agencies and communities in varied cultural contexts • Strong understanding of conservation technology and its applications in wildlife protection
Behavioural qualities	<ul style="list-style-type: none"> • Ability to deal with challenges in a pragmatic and diplomatic way • Builds positive personal and organisational relationships • Considerate and culturally sensitive team player • Works independently and is proactive in supporting others • Commitment to conservation • Commitment to organisational and legal compliance and to responsible management of donor funds • Commitment to and empathy with WILDLABS' and Fauna & Flora's mission and goals • Demonstrates Fauna & Flora's values 	

Fauna & Flora's Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter confirming your interest and explaining how your experience and skills refer to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission),

Applications should be submitted electronically to stephanie.odonnell@fauna-flora.org.

Please mark your application '**Programme Development Manager WILDLABS**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Monday, 29th May**. Interviews are likely to be held during the week commencing **12th June 2023**.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Adviser, Fauna & Flora, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Fauna & Flora values diversity and is committed to equality of opportunity