



## JOB DESCRIPTION

# TRUSTS AND FOUNDATIONS OFFICER



SAVING SPECIES FROM EXTINCTION | [WWW.DURRELL.ORG](http://WWW.DURRELL.ORG)

**DURRELL WILDLIFE CONSERVATION TRUST** is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1  
**DURRELL WILDLIFE CONSERVATION TRUST - UK** is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989  
**REGISTERED COMPANY NUMBER** 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 1 Bartholomew Lane, London, EC2N 2AX

# JOB PURPOSE

This role will proactively seek support for Durrell's work by securing funding from Trusts and Foundations. This post is based either in Jersey, or the UK with a requirement to travel to meetings in London with visits to Durrell's HQ in Jersey.

TRUSTS AND  
FOUNDATIONS OFFICER

**DEPARTMENT**  
Fundraising

**REPORTS TO**  
Trusts and Foundations  
Manager

**CONTRACT**  
Permanent

**LOCATION**  
Jersey/UK



# KEY RESPONSIBILITIES

- To secure gifts from trusts and grant making organisations, towards an annual fundraising target.
  - To research and identify potential grant funding opportunities in Jersey aligned with the organisation's mission and projects.
  - To maintain and develop relationships with relevant grant donors.
  - To secure and deliver meetings and presentations to trust companies, family offices and trustees in Jersey, raising awareness of Durrell's activities and impact, and prospecting for supporters
  - To develop comprehensive and compelling proposals that align with the objectives of Durrell and the donor, and submit within deadlines.
  - To deliver high quality impact reporting to meet the needs of specific trusts, ensuring deadlines are adhered to and excellent supporter experience.
  - To work closely with the Trusts and Foundations Manager to ensure a cohesive and focused approach to trust fundraising, meeting regularly to share progress, updates and best practice.
  - To make full use of CRM database, ensuring that all records that relate to trust fundraising are up to date, enabling deadlines to be met, and effective reporting and monitoring.
  - Complete due diligence, when required, for grant donors
  - To contribute to the wider Fundraising team, taking a proactive approach to working in a high-performing and collaborative environment.
  - To participate in the day-to-day work of the organisation – such as reporting, attending team meetings and events as required, and taking a flexible approach to general administrative and support tasks.
  - To be a passionate ambassador for Durrell, always maintaining the highest level of professionalism.
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# BEHAVIOURS AND VALUES

- Passionate about conservation and an understanding of and commitment to Durrell's vision, mission and aims.
- Acts with integrity and with the best interests of the employer at all times.
- Strong relationship building and collaborative skills with confidence to influence at all levels.
- Ability to demonstrate initiative and work well under pressure.
- Respectful of the opinions of others and willingness to collaborate.
- Ability to work independently but also collaboratively with colleagues and partners.
- Demonstrate awareness of and sensitivity to cultural, ethnic, gender and ability issues.
- Works proactively and has a determination to reach targets and excel at tasks.
- Open to adopting creative approaches and problem solving when faced with challenges and limited resources where needed.

# KNOWLEDGE, SKILL AND ABILITY

- Experience in trust fundraising in a charitable environment desirable
- Good level of experience in writing project proposals, applications and impact led reports;
- Relationship building experience across diverse stakeholder groups;
- Experience of maintaining donor CRM database (RE/NXT would be an advantage)
- Understanding of the fundraising sector;
- Excellent written and verbal communications skills with the ability to produce creative, impact led bids and reports;
- Good analytical abilities and a keen eye for detail;
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet);
- Good analytical abilities and a keen eye for detail;
- Ability to plan ahead and work within agreed timeframes.



# INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence  
in animal husbandry,  
research, training and  
education**



**Training future  
conservation practitioners  
and monitoring and  
evaluating conservation  
science which underpins  
all Durrell activities**



**Conservation action  
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

# OUR VALUES

## PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

## ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

## SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.

