



FUNDRAISING COORDINATOR

Location: London (flexible conditions considered)

Reporting to: Executive Director

Duration of Contract: 2 years (with possible extension)

Deadline: 31 January 2021

Salary: £32,651 - £38,063

Summary: We are looking for a fundraiser with a strong passion and commitment to social and environmental justice to join our team. You will be proactive, creative and an excellent communicator who will bring a proven track record of building and developing successful partnerships to this role. This is a unique opportunity to join an organisation working at the nexus of human rights and tropical forest protection.

THE RAINFOREST FOUNDATION UK

The Rainforest Foundation UK (RFUK) is a non-profit organisation dedicated to supporting indigenous peoples and traditional populations of the world's rainforests in their efforts to protect their environment and fulfil their rights to land, life and livelihood.

It was founded in 1989 by Sting and his wife, Trudie Styler, after they saw first-hand the destruction of the Amazon rainforests, and the devastating impact it had on the lives of the indigenous and forest-dependent people who live there. Since then, it has supported indigenous and local communities to secure and protect over twelve million hectares of rainforest - an area the size of England. Today, RFUK has around 20 staff and works with 15 indigenous and NGO partners in the Peruvian Amazon and across West and Central Africa.

Our approach differs from that of other organisations in that we are committed to both human rights and environmental protection. We firmly believe that the best way to protect the rainforest is through empowering indigenous peoples to defend their ancestral lands. We promote the establishment of

community rights to rainforests, tackling the root causes of deforestation, and paving the way for local people to benefit fairly from the use and protection of forest resources.

RFUK is recognised as a leading force in the protection of tropical forests and their inhabitants, particularly in the Congo Basin region of Africa. As well as delivering high quality on-the-ground practical projects, often in difficult conditions, the organisation is also known for its advocacy work, which often challenges prevailing paradigms.

Our work is divided into the following strands:

Tackling the threats to forests. RFUK aims to tackle forest destruction by investigating and exposing its underlying causes, by building partnerships for change, and by pressing governments and companies to improve practices.

Land and resource rights. We work diligently to tackle communities' lack of control over their forest, such as through our award-winning MappingForRights and ForestLink programmes that assist them to map, monitor and protect their lands and resources. This work is developed on the basis of 'full participation' to ensure that communities are able to set their own priorities. At the national and international levels, we campaign for changes in laws and policies that protect rainforests and their inhabitants.

Securing Indigenous Peoples' rights. We support partner NGOs and Indigenous Peoples' organisations to help forest communities realise their rights to lands and resources; to free, prior and informed consent (FPIC) and to self-determination.

ROLE AND RESPONSIBILITIES

Reporting to the Executive Director, the Fundraising Coordinator will be responsible for developing and overseeing RFUK's fundraising strategy and developing our partnerships with institutional donors, trusts and foundations, ethical corporates, and individual givers.

1. Fundraising strategy and management:

- Develop and update RFUK's fundraising strategy (cost-benefit analysis of different funding streams, preparation and execution of plans etc.).
- Ensure proper planning and coordination of the fundraising activities, including preparation of annual workplans.
- Work with the Executive Director and the Finance Manager to set appropriate annual organizational income and expenditure budgets and targets.
- Monitor unrestricted fundraising income and expenditure and provide regular reports and projections for the ED, Finance Manager and Board of Trustees as required.
- Work closely with the Executive Director and Communications Coordinator to ensure high quality communications for fundraising purposes.
- Carry out any other duties from time to time, as determined by the Executive Director.

2. Corporates, trusts & foundations:

- Devise and implement strategies for developing and maintaining strategic partnerships, identifying growth areas and opportunities within the ethical corporate sector.
- Research, identify and cultivate relationships with current and prospective companies, trusts and foundations, including the preparation of narrative/financial proposals and presentations.
- Represent RFUK at a range of events and functions with the aim of building relationships with potential donors.
- Manage and update our ethical partnership policy and checklist.

3. Programmes fundraising:

In coordination with the Head of Programmes:

- Lead on prospect research, cultivation and networking, in collaboration with relevant programmes staff.
- Support the development of funding applications where required.
- Advise on the technical content of the proposals, ensuring they meet donor expectations and maximising chances of success.
- Participate in the Programmes fundraising working group.

4. Public outreach:

- Develop and cultivate our regular giving pool: managing recruitment, retention and conversion to regular donors.
- With the Communications Coordinator, develop a digital marketing strategy to build our supporter base and extend our brand.
- Manage supporter appeals including the summer appeal and the Big Give Challenge.
- Develop plans for high net-worth individuals, legacy giving, schools outreach and events.
- Management of fundraising volunteers as required.

PROFILE AND PERSON SPECIFICATION

Details	Essential	Desirable
Knowledge and experience	<ul style="list-style-type: none"> • At least 4 years of managerial experience in charity fundraising, preferably in an international development context • Demonstrable achievements in securing large grants and increasing individual giving and other revenue streams • Excellent communications skills, able to produce high-quality, publication standard materials • Ability to write compelling fundraising materials • Ability to build trusting relationships with a range of different interest groups in support of our mission • Strong organisational skills including the development and monitoring of large-scale budgets and workplans • Ability to lead strategic thinking and development • Competency in Microsoft office programmes 	<ul style="list-style-type: none"> • French and/or Spanish speaking • Competency in design and video editing software programmes • Social media savvy • Experience of working in Africa or South America and with an environmental and human rights focus • Knowledge of ethical screening processes for corporate partnerships. • Knowledge of new funding trends in the areas of climate change, forests and human rights. • Experience securing grants from governments and institutional funders.
Personal attributes	<ul style="list-style-type: none"> • Strong personal commitment to RFUK's mission and to social and environmental justice in general • Excellent interpersonal and communication skills – written and oral • Cultural sensitivity and demonstrable commitment to RFUK's values and to the principles of inclusion and non-discrimination • Demonstrable ability to build coalitions and networks for collaboration • Desire and capacity to work on complex issues • Careful and conscientious with demonstrable attention to detail • Excellent organisational and time management skills with the ability to work under pressure and to multiple deadlines • Proactive and collaborative • Personal integrity 	

SUMMARY, TERMS AND CONDITIONS

Hours, remuneration and place of work:

The post is offered on a 2-year fixed term contract with possibility of extension. The role will be subject to a 6-month probationary period.

The post is a full-time position, based on a 35-hour working week in our North London office. Flexible working arrangements may be considered for exceptional candidates and in line with our staff handbook.

The starting salary is **£32,651 - £38,063** gross per annum, depending on experience.

Monthly salary is paid by Bank Automated Credit transfer, on the 25th of every month.

Holidays, sick pay and other benefits are provided in accordance with statutory requirements. 30 days paid leave per year are offered.

Workplace pension (4% employer contribution).

EQUAL OPPORTUNITIES

RFUK is an equal opportunities employer, and makes no discrimination on the grounds of gender, race, age, physical abilities, religious or sexual persuasion.

HOW TO APPLY

Interested candidates should send your CV and with a cover letter of two pages maximum, explaining your motivation and providing concrete evidence of why you are suitable for the position to jobs@rainforestuk.org. Please specify where you found this job advertisement. The deadline for submission is **31 January 2021**.

Only shortlisted candidates will be contacted.