

Funding Development Manager

Ready to take the next step in your career?

We are seeking a Funding Development Manager to maximise income for Gloucestershire Wildlife Trust's work from all large funding opportunities.

Job Purpose:

This person would be responsible for leading on and developing major grant and trust funder relationships, working closely with internal teams on developing these projects further, maintaining a healthy pipeline and undertaking reporting and claims.

Location: Robinswood Hill Country Park, GL4 6SX – Hybrid working.

Term: Full-time, Permanent – 35 hours per week.

Salary: £38,000 per annum + Excellent Benefits including a pension of up to 6%

Benefits: Contributory Pension Scheme, 25 days paid leave per year (rising to 30 days through long service), Christmas shutdown (3 days) + Bank Holidays

Reports to: Head of Finance and Resource Planning.

Liaison with: External funders, Chief Executive, Senior Management Team, Lead Land Managers, Engagement and Learning staff, Fundraising and Communications Team, Trustees.

Job description





Our Purpose and Values

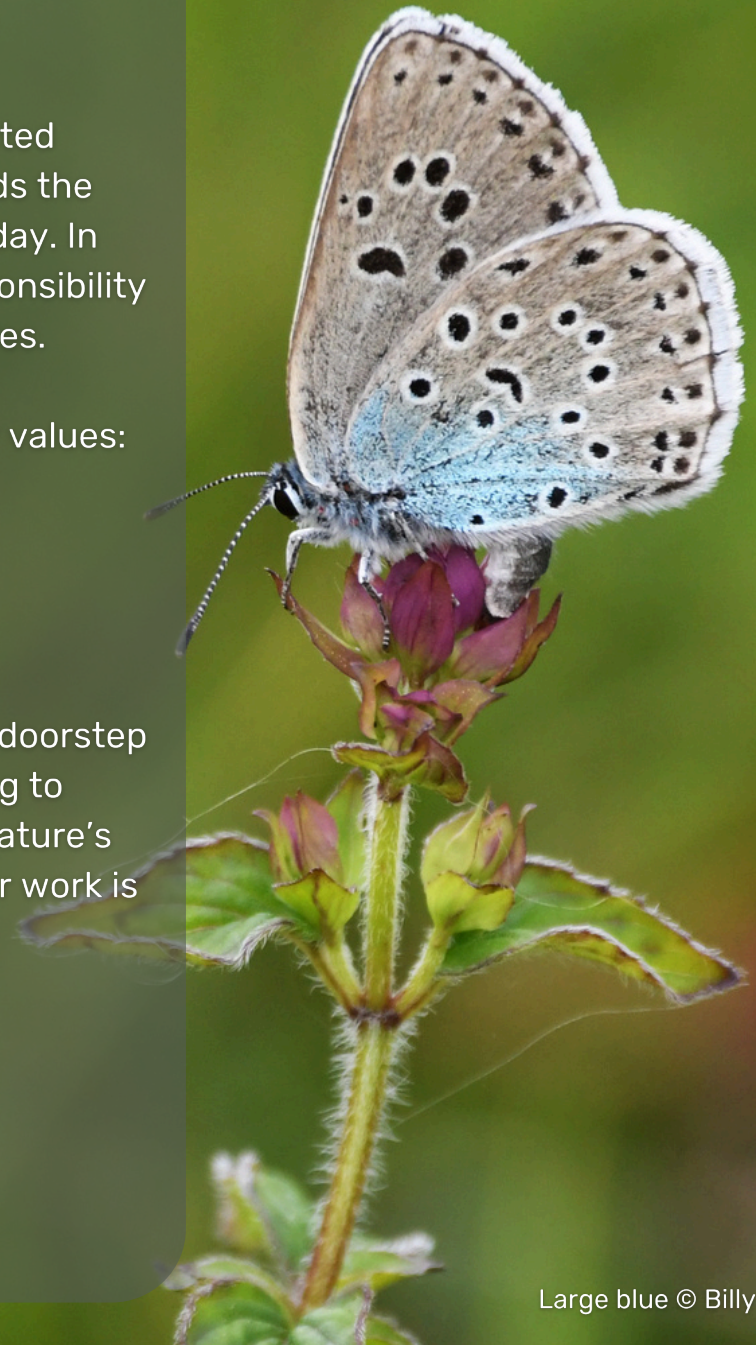
As humans, we are an integral part of a resilient, dynamic and interconnected natural world. At Gloucestershire Wildlife Trust, we believe that nature holds the key to addressing some of the most pressing challenges facing society today. In responding to the ecological crisis, we share an urgent and collective responsibility for collaborating and taking action in the service of wildlife and communities.

We show how we care for nature, our partners and each other through our values:

- We are ambitious for nature and people
- We collaborate to achieve more
- We are dedicated to inclusion and nature for all
- We act with responsibility

We work locally to deliver the natural solutions, both small and large, from doorstep to landscape, that grow hope for a wilder future. In doing so, we are helping to reconnect people's sense of belonging in the natural world and securing nature's recovery with the people of Gloucestershire. Underpinned by evidence, our work is for the benefit of us all, both today and for generations to come.

Job description





Gloucestershire
Wildlife Trust

Introducing Gloucestershire Wildlife Trust

We are Gloucestershire Wildlife Trust – the largest membership organisation in the county dedicated to local wildlife. We own and manage more than 60 Reserves across the county, all of which offer free access to visitors. 28,000 members in Gloucestershire support our work, with hundreds regularly volunteering time and commitment.

Our mission is a simple one – to value nature. Our ambition is to restore, recreate and reconnect Gloucestershire's wild places. We want everyone in Gloucestershire to value, enjoy and share the natural world.

Gloucestershire Wildlife Trust manages over 2,500 acres of land, from wetlands in the Severn Vale and heathland in the Forest of Dean, to limestone grasslands in the Cotswolds and a large ancient woodland at Lower Woods in South Gloucestershire. In addition, we have a vibrant programme of work outside our reserves, supporting farmers and landowners to deliver bigger, better and more connected landscapes where wildlife can thrive.

Our priorities are outlined in our Strategic Plan: Wild Places, Natural Solutions - <https://www.gloucestershirowildlifetrust.co.uk/about-0/who-we-are/strategic-plan>

At the Gloucestershire Wildlife Trust, we believe in supporting and caring for all our colleagues with honesty.
We are rooted in our communities and our aim is to make nature

inclusive for all. We pride ourselves in being champions for wildlife, advocating passion and pioneering sustainable methods for nature's recovery.

Our values promote us being:

A Caring Colleague – supportive and honest

-Behaviours : we are considerate, honest and fair. We make time for each other and actively listen to others concerns or barriers before responding and finding solutions together

Rooted in our Communities – making nature inclusive

-Behaviours : we respect each other's views and recognise and value our different backgrounds and lived experiences

Champions for Wildlife – passionate and pioneering for nature's recovery

-Behaviours : We have an urgency for action. We are open to new ideas, encouraged to take risks together, finding creative solutions and learning from our mistakes.

Gloucestershire Wildlife Trust expects its staff, paid and unpaid, to carry out their duties in a way which consistently exceeds the regulations and expectations of society at large in matters ethical and environmental. The Trust will ensure that its staff receives appropriate training and development opportunities based on a documented personal annual appraisal.



Outline of main responsibilities

- Lead on identifying opportunities for and developing high-quality applications and proposals to secure funding from charitable trusts and grant funders such as statutory and lottery funders.
- Lead the development of activity plans to achieve income targets and be responsible for liaising with project staff on applications, reports and claims.
- Lead on identifying prospective major grant funders and developing a portfolio of established trusts and grant-making bodies, devise a schedule of approaches and carry out submissions.
- Work closely with project teams to proactively develop projects and the project pipeline in response to and in anticipation of the funding opportunities that are in line with delivering the organisational strategy.
- Develop and adhere to high quality standards: compelling and persuasive applications.
- Clear account management responsibility for funder relationships. Build, develop and maintain personal relationships through a proactive programme of communication, seeking to consolidate existing relationships and widen that network.
- In collaboration with Head of Finance and Resources, identify and steward key individuals with the potential to influence grant decisions.
- Work collaboratively to develop the income stream contributed by corporate relationships from charitable trust funds as well as identifying and cultivating prospects for the corporate fundraising programme.



Outline of main responsibilities

Liaison, administration and shared delivery

- Work closely with the Major Donor Fundraising Manager to ensure that records are kept up to date and that any individuals that fit multiple categories are identified and stewarded suitably.
- Collaborate with the Supporter Development Manager and wider Fundraising and Engagement team on joint team initiatives and projects.
- Record contacts appropriately on our contact relationship management database and acknowledge all donations, thank donors appropriately. Keep specified funding records for auditing purposes.
- Work with the finance team to ensure grant contracts and budgeting are robust and in line with GWT budgeting requirements.
- Carry out other duties as are from time to time required by the Head of Finance and Resources

Person Specification

Essential	Desirable
Significant experience of writing applications and securing significant funding from grant making trusts, corporate partners, foundations, landfill communities fund or lottery distributors and achieving financial targets.	High degree of initiative and self-reliance and the ability to work independently and prioritise effectively and manage work under pressure.
Excellent knowledge of available sources of grant funding in the UK.	Enthusiasm, motivation and dedication.
Understanding and experience of developing new funding pipelines.	Personal commitment to the environment and wildlife conservation.
Previous experience of building and maintaining relationships with funders.	
Experience of using fundraising databases, preferably ThankQ.	

Skills and Qualities

Skills	Qualities
Fluent and accomplished writing skills with good attention to detail.	Creative and innovative with ideas on how to develop new initiatives.
Good numeric skills and experience of complex budget building.	Passionate about the importance of wildlife and the natural environment.
Presentation skills and ability to present complex information in a compelling way.	Self-disciplined, self-motivated and self-confident.
Previous experience of building and maintaining relationships with funders.	Enthusiastic.
Excellent communication, networking and team working skills.	Professional and credible– able to represent GWT in large national scale meetings with funders.
Good financial skills with a proven track record of meeting financial targets.	Tenacity and determination to develop new ideas and approaches and see them through to successful conclusions.

Skills and Qualities

Skills	Qualities
Passion for grammatical accuracy.	Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
Pragmatism, tact and diplomacy.	Relationship builder with the flexibility to 'manage by influence'.
	Adaptable.



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Terms of Employment

This is a full-time post (35 hours per week). Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu is given.

The role is office-based, GWT office facilities are at Robinswood Hill Country Park in Gloucester.

Your line manager will determine office/home/other working arrangements and hybrid and flexible working arrangements are encouraged.

A contributory pension scheme is in operation of up to 6%, and the post holder is entitled to 25 days paid leave per year (rising to a maximum of 30 days after 5 years' service) in addition to 8 public holidays and 3 days for the Christmas closure.

Equality, Diversity and Inclusion

Gloucestershire Wildlife Trust is committed to encouraging equality, diversity and inclusion among its workforce, and eliminating unlawful discrimination, harassment and victimisation. The Trust's policy is to provide equality, fairness and respect for all staff, whether temporary, part-time or full-time; ensure no unlawful discrimination against the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation; and to oppose and avoid all forms of unlawful discrimination. A full copy of the policy is available on request.





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How to apply

If you feel you have the necessary skills and experience to be successful in this role, please send your applications to hr@gloucestershirewildlifetrust.co.uk.

Closing date: Sunday, 08th June 2025

Thank you for your interest in this position and we look forward to receiving your application.

