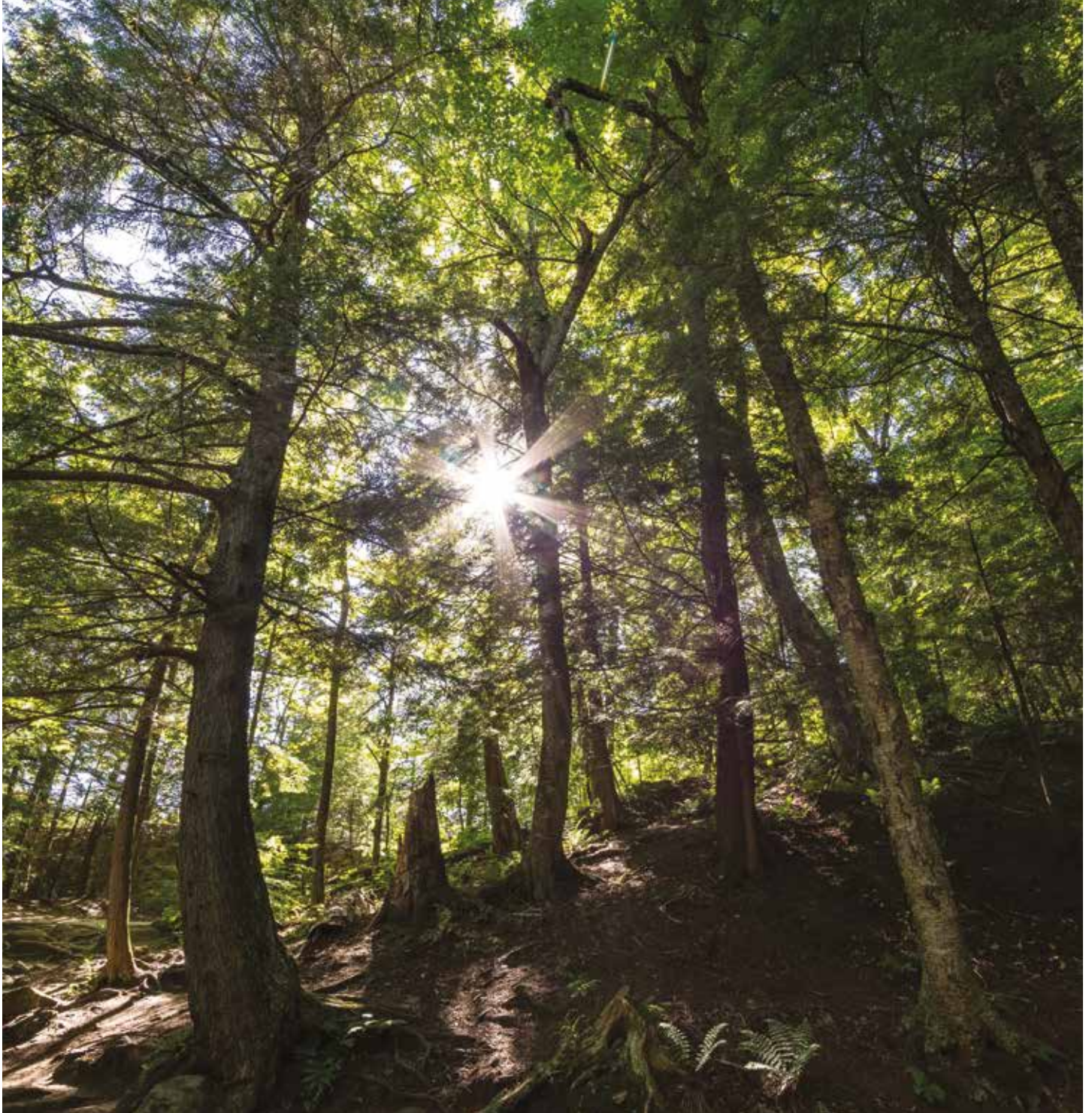




## JOB DESCRIPTION

# HEAD OF PHILANTHROPY



**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, 35 Great St. Helen's, London EC3A 6AP

**PATRON** HRH The Princess Royal **FOUNDER** Gerald Durrell, OBE, LHD **HONORARY DIRECTOR** Lee Durrell, MBE, PhD **CHIEF EXECUTIVE OFFICER** Lesley Dickie, PhD

# 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.



# JOB PURPOSE

We are excited to be recruiting a Head of Philanthropy, to continue the development of our successful major donor fundraising programme and manage and develop the existing Philanthropy Team.

This crucial fundraising role is essential to support Durrell's rewilding programmes around the world and also developments at Jersey Zoo.

The main purpose of this role is to secure major gifts from individual donors as well as some trusts and foundations. The Head of Philanthropy will develop and manage strong relationships with major donors and secure fundraising income to set targets. This role is also responsible for managing the existing Philanthropy Team, which includes a Philanthropy Manager with a focus on mid-level donors, a Trust and Grants Fundraiser and a Legacy Manager.

The Head of Philanthropy will have experience of securing five and six figure gifts from individuals and family foundations, a solid basis in relationship fundraising, as well as a good understanding of data, research, donor stewardship and communications. The post-holder will also have had experience of managing a team.

As a member of the Fundraising Team, the Head of Philanthropy will contribute towards the creation and delivery of the charity's strategic, operational, and departmental plans.

HEAD OF PHILANTHROPY

**DEPARTMENT**

Communications and Fundraising

**REPORTS TO**

Director of Comms and Fundraising

**CONTRACT**

Full time

**LOCATION**

Jersey or home based in UK



# KEY RESPONSIBILITIES

## FUNDRAISING

- Lead the major donor programme by engaging potential and existing supporters, providing emotional reward and evidence of impact; be the principal contact for potential and existing major donors.
- Build relationships, understand motivations, and secure five and six figure donations to support Durrell's mission across all operational pillars (Rewilding Sites, Jersey Zoo, Science and Training).
- Create effective donor pathways and provide exemplary stewardship to build rapport with donors, including, but not exclusively, face to face meetings, introductions to key staff members, meeting new species, invitations to events, opportunities for in kind support also donations.
- Effective use of CRM database (RE NXT), ensuring all records relating to major donors are up to date, enabling effective reporting of pipeline and monitoring of portfolio.
- Use data to shape personalised approaches to HNWs and UHNWS and to build successful relationships that yield long term support rather than one-off gifts.
- Provide regular, personal, and engaging communications, updates and reports to all existing and potential donors.
- Develop strong internal relationship with senior stakeholders, to identify opportunities for philanthropic support. Work collaboratively with mission delivery teams to prepare funding proposals.
- Research high net worth individuals as well as trusts and foundations to identify opportunities and build a robust pipeline to ensure sustainable income for supporting Durrell's work.
- Work with wider fundraising team on planning and implementing integrated fundraising or capital campaigns.

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## EVENTS

- Support the management and administration of events both in UK and Jersey in coordination with the Events Manager, and Director of Communications and Fundraising. This would include building invitation lists, creating copy, sending invitations and monitoring replies and also, follow up post events and contribution to evaluation.
- Look for opportunity to develop ideas for new events to engage and steward existing donors and new prospects.

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## PHILANTHROPY TEAM MANAGEMENT

- Lead the Philanthropy Team, by providing support, mentorship, and direction.
- Work together to develop mutually beneficial relationships and achieve income targets and goals.
- Collaboratively work with Trusts & Grants fundraiser on best approach to Family Foundations.
- Support Philanthropy Manager on the development of a mid-level giving programme to support the major donor pipeline.
- Provide support and guidance to the Legacy Manager to continue the development of the legacy marketing programme.
- Provide regular, personal, and engaging communications, updates and reports to all existing and potential donors.

## OTHER RESPONSIBILITIES

- Work with the fundraising and communications team to identify potential new fundraising opportunities including fundraising platforms, communications channels and products
- To provide support to the Director of Communications & Fundraising, including any other activity deemed necessary to conform to the requirements of the Trust.
- Work closely with the Head of Fundraising regarding on a collaborative approach to ensure major donor prospects are identified
- Be a passionate ambassador for DWCT, always maintaining the highest level of professionalism.
- Contribute to the wider Fundraising team, taking a proactive approach to working in a high-performing and collaborative environment.

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## BEHAVIOURS AND VALUES

- Strong relationship building and collaborative skills with confidence to influence at all levels.
- Positive team player with a professional, solution focused attitude.
- Respectful of the opinions of others and willingness to collaborate.
- Works collaboratively with all stakeholders.
- Accountable for own responsibilities.

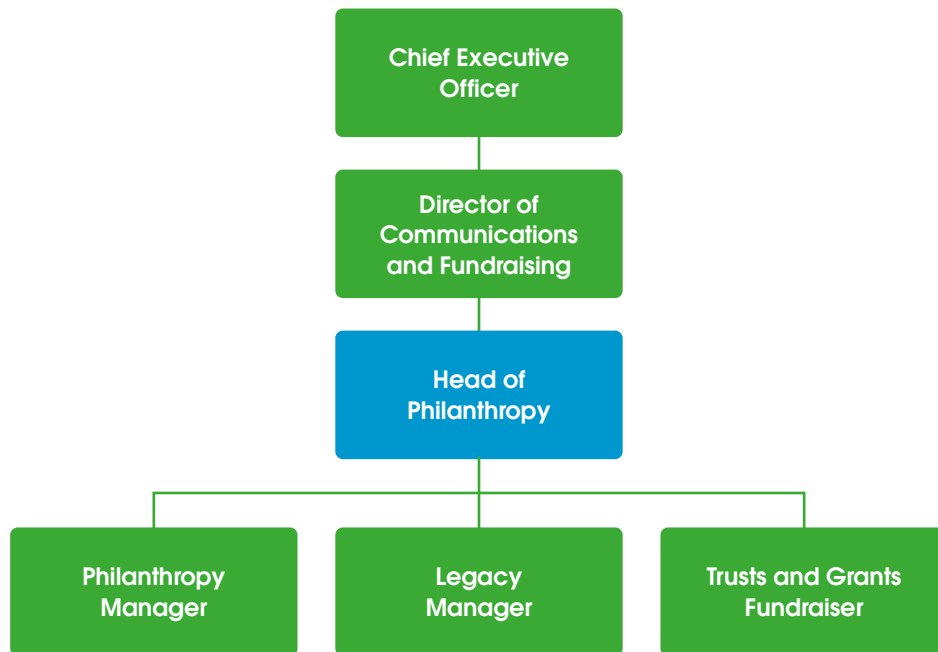


# KNOWLEDGE, SKILL AND ABILITY

- Minimum of five years' experience face-to-face fundraising, with an excellent track record of successfully securing five and six figure donations.
- Evidence of exemplary major donor stewardship.
- Strong relationship building and collaborative skills, across diverse stakeholder groups with confidence to influence at all levels.
- Extensive understanding of philanthropy and the wider fundraising sector
- Confident in managing a high performing team and motivating a team to success
- Excellent written and verbal communications skills with the ability to produce creative, impact led proposals and reports.
- Demonstrable ability to manage and prioritise own workload, prioritise multiple tasks, work under pressure and within tight deadlines.
- Experience of managing supporter data through a CRM system (RE/NXT would be an advantage).
- Good analytical abilities and a keen eye for detail.
- Ability to understand and generate budgets and manage own income pipeline
- Excellent interpersonal skills - must be a positive team player with a professional, solution focused attitude.
- Acts with integrity and with the best interests of the employer at all times.
- Commitment to be part of a team working to ensure that Durrell has a financially secure future and to be part of its work saving species from extinction.
- High standard of computer literacy (Excel, Word, Power Point and Outlook and the Internet).
- Excited to work as part of a team of like-minded, passionate people who are inspired to make the world wilder, healthier and more colourful.
- Passionate about conservation and Durrell's mission to save species from extinction.



# TEAM ORGANOGRAM



## OUR LOCATION



**Durrell Wildlife Conservation Trust, Les Augres Manor,  
La Profonde Rue, Trinity, Jersey, JE3 5BP**