



<b>JOB TITLE</b>	Trusts and Foundations Fundraising Assistant
<b>DIVISION/DEPARTMENT</b>	Secretariat

**Overview**

The World Cetacean Alliance (WCA) is the world's largest partnership working to protect cetaceans (whales, dolphins and porpoises). Operating through over 100 Partners in 35 countries worldwide, the WCA focuses on whales and dolphins as the iconic and inspiring animals with the greatest potential to encourage millions of people to want to protect our blue planet.

The successful trusts and foundation fundraising assistants will join the WCA's *Interim* Fundraising Action Group (evolved into the fully functional action group in time). The priority of the Fundraising Action Group in the short term will be to submit grant funding applications to support the WCA's projects and core running costs. The team will work to a standard process and record individual and group progress on a regular basis (weekly to start with in order to create momentum and an atmosphere of progression). This role will be vital to generate vital funds for the World Cetacean Alliance to carry out its charitable objectives. You will gain experience working for a highly ambitious marine conservation charity and understanding of fundraising for an international non-profit. You will also gain knowledge of marine conservation needs around the world and have the opportunity to liaise with the WCA's global partners.

**1. OVERALL PURPOSE OF JOB**

Develop and submit fundraising proposals to trusts and foundations offering charitable grants.
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**2. STAFF RELATIONSHIPS**

<b>REPORTING TO (LINE MANAGER):</b>
Fundraising Action Group Coordinator
<b>REPORTING TO JOB HOLDER (LINE MANAGED STAFF)</b>
None
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT</b>
Work closely with the WCA secretariat staff, Fundraising Action Group and Trustees where appropriate.
<b>PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN WCA NETWORK</b>
Working with WCA Partners to develop funding applications where appropriate.

**3. PAYMENT**

<b>CONTRACTOR COMMISSION</b>
Members of the Trusts and Foundations fundraising team will be provided with:



- a) A flat fee on completion of specific tasks within the role at the **point of application.**
  - b) An additional bonus commission that will be paid to the lead author if the **grant is successful.**
- Full details are available on application or by request in the supporting document: Fundraising Action Group – Trusts and Foundations.

#### 4. KEY WORKING RELATIONSHIPS

CONTACT	LEVEL (1-3)	CONTACT	LEVEL (1-3)	CONTACT	LEVEL (1-3)
WCA Network organisational staff	3	General Public	1	Cooperate partners	0
WCA Global Council	0	Press & Media	0	Institutional Funders	3
WCA Action Groups	3	Scientific Community	0		
Suppliers/ Service providers	0	Individual Donors	0		

##### Level of Contact

1 = General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.

2 = Presenting/Representing/Reporting "Relationship management". Frequent exposure representing WCA. Maintaining individual contacts. Frequently managing information flow.

3 = Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing WCA to highly influential people. Responsible for complex and sensitive/high risk communications

#### 5. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

##### BY MAIN WORK AREA

- Follow the clear process for grant applications set out by the WCA in the supporting document: Fundraising Action Group – Trusts and Foundations.
- Identifying new funding sources (grants - trusts and foundations).
- Identifying suitable programmes and projects to present to funders independently and in consultation with the relevant staff.
- Liaising with WCA Partners to develop joint projects for grant proposals.
- Producing and submitting high quality proposals to secure both restricted and unrestricted funding as required.
- Assisting and reviewing periodically the proposals carried out by the members of the Fundraising Action Group.
- Managing and maintaining funder databases including up to date grant progress tracking.



**6. LIMITS OF AUTHORITY/ RESPONSIBILITY FOR RESOURCES**

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/budgetary	None
Contracts – Funders	None
Contracts – Staff/ Consultants	None
Contracts – Service providers	None
Legal Responsibility	None
Other	

**7. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS**

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Education to undergraduate degree level.
Job Specific Education/ Qualification	Fundraising/ grant writing qualifications are desirable but not essential
Job Specific Knowledge	Good knowledge of fundraising, specifically grant writing for trusts and foundations strongly desired.
Experience	Experience working in a team is essential. Experience working in fundraising, specifically grant writing is strongly desired.
Management & Organisational skills	Highly organized and detail-oriented with a strong ability to prioritize and deliver against responsibilities and duties.
Communication skills	Superior verbal and written communication skills. Ability to communicate efficiently, respectfully and clearly through a variety of mediums (email/ phone/ Skype). Ability to excite and engage funders through written proposals, meetings and personal outreach.
Creativity and Initiative	Willingness to bring ideas to improve the effectiveness of the Fundraising strategy.
Computer literacy	Good proficiency in the Microsoft Office environment. Good computer literacy and confidence to self-learn new digital programmes such as communication tools.
Languages	Fluency in English is essential.
Travel requirements	None. Work from home.

Prepared by:	Date:
Communication and Strategy Manager	13/05/2020

To apply, please send a covering letter and CV to [volunteer@worldcetaceanalliance.org](mailto:volunteer@worldcetaceanalliance.org) by Sunday the 31<sup>st</sup> of May 2020. There will be an interview and selection process to follow.

For more information please visit: <https://worldcetaceanalliance.org/2020/05/13/join-our-fundraising-team-grant-writers-needed/>