

Job description and person specification

Job title: Programme Funding Officer

Location: Office (Bristol, UK) at least 1 day each week, option to work remotely for remaining days.

Contract type: Permanent

Working hours: Full time, 35 hours a week

Salary: £32,165 + competitive holiday + pension

Start date: ASAP

Responsible to: Programme Funding Manager

Overall aim:

- To secure and maximise restricted income from institutional donors, trusts, foundations, and corporates across all Tree Aid countries of operation. You will work closely with the Programme Funding Manager and another Programme Funding Officer to implement and manage our programme funding strategy.

Key objectives:

- To support the development of compelling proposals
- To build strong relationships with donors
- To contribute to securing match funding
- To identify new prospect donors
- To support the development of donor reports

Key roles/ tasks:

1. Proposal development and grant management (70%)

- Support the Programme Funding Manager in coordinating, developing, and submitting high-quality and compelling concept notes and proposals, ensuring full compliance with donor guidelines.
- Assist the Programme Funding Manager with reviewing and editing narrative sections, logframes, budgets, and other supporting documents.
- Work closely with teams across the organisation, including UK Programmes and Finance teams and in-country project teams to develop new concept notes and proposals.
- Generate new restricted income to expand and strengthen Tree Aid's programme portfolio.
- Support the preparation of donor reports and project updates as part of effective donor liaison and communication.
- Deliver excellent donor stewardship to build, maintain, and grow strong, rewarding relationships with a diverse range of funders.

- Contribute to wider organisational fundraising efforts as required.
- Maintain an up-to-date understanding of Tree Aid's programme work in Africa, including projects, core costs, and strategic priorities.
- Support the Programme Funding Manager to strengthen in-country teams' capacity for project and proposal development.
- Provide additional support to the Programme Funding team on funding applications when needed.

2. Planning, research and best practice (20%)

- Work with the Programme Funding Manager to develop and implement fundraising strategies and plans aimed at increasing Tree Aid's restricted income.
- Research and identify new institutional funding opportunities aligned with organisational priorities, and communicate these prospects to UK and country teams.
- Maintain and update funding pipeline tools, ensuring accurate records of opportunities, proposal development stages, submissions, and donor engagements.
- Coordinate the collection and dissemination of learning from proposal development processes to ensure continuous improvement and inform future project design.

3. Team and cross-organisational working (10%)

- Participate in cross-team initiatives, particularly those related to fundraising and financial targets.
- Contribute to planning and knowledge sharing.
- Propose and implement process improvements to strengthen Tree Aids ability to grow its restricted income.
- Any other duties as required by the Programme Funding Manager or Director of Operations.
- Participate in cross-team initiatives, particularly those linked to fundraising, resource mobilisation, and financial targets.
- Contribute to planning, coordination, and knowledge-sharing processes.
- Propose and implement process improvements to strengthen Tree Aid's ability to grow restricted income.
- Carry out any other duties as required by the Programme Funding Manager.

Person specification:

E = Essential criteria

D = Desirable criteria

Qualifications/knowledge

- Educated to degree level or equivalent (E)

- Fundraising knowledge and experience, particularly in working with institutional donors (E)
- Excellent written and spoken French skills (E)
- An understanding of international development, project planning and implementation (D)

Personal qualities

- A commitment to Tree Aid's values (E)
- A confident and excellent networker with ability to engage and develop relationships with external and internal contacts (E)
- Able to work as part of a cross-cultural team particularly with staff for whom English is not their first language (E)
- Solutions focused (E)
- Able to organise and prioritise work and meet deadlines (E)
- Strong attention to detail (E)
- Flexibility and ability to multi-task to ensure deadlines are met (E)

Fundraising

- Experience of successful fundraising from institutional donors (E)
- Excellent writing skills, including experience of writing successful donor proposals and reports (E)
- Experience of donor stewardship (D)

Skills/Knowledge

- Excellent written communication skills, with the ability to transform complex information into compelling cases for support (E).
- Excellent oral communication and presentation skills, with the ability to build effective relationships at different levels (E).
- Strong numeracy skills and experience reviewing budgets and financial reports (E).
- Strong analytical skills, with the ability to synthesise complex information (E).
- Excellent IT skills, including proficiency in Word, Excel, Teams, and SharePoint (E).
- Experience using a database as a relationship management tool (D).
- Experience developing fundraising or marketing plans (D).
- Familiarity with fundraising best practice and relevant legislation, including GDPR (D).