**Job Description**

**Job Title** Programme Funding Officer

**Location** The Tree Aid UK office is located in Bristol. We implement a hybrid-working model with remote working options.

**Duration** Permanent contract

**Working hours** Full time, 35 hours a week

**Salary** £28,890

**Purpose** To generate and maximise income from institutional, trust and Foundation and corporate donors (restricted portfolio)

**Reporting To** Programme Funding Manager

**Start Date** ASAP

**Main Duties and Responsibilities**

**1. Proposal development and grant management (70%)**

* Support the Head of Programme Funding with coordinating, developing and submitting high quality and engaging funding concept notes and proposals, ensuring content adheres to donor guidelines.
* Support the Head of Programme Funding with reviewing and editing narratives, logframes, developing budgets and other supporting documents.
* Work closely with teams across the organisation, including UK operations and finance teams and in-country project teams to develop new concept notes and proposals.
* Generate new income in order to expand and develop Tree Aids programme of work.
* Support report writing and donor updates as part of a donor liaison process
* Deliver a high standard of donor stewardship, to build and develop rewarding relationships with a range of donors.
* Contribute to other areas of Tree Aids fundraising as appropriate.
* Keep fully informed about Tree Aids programme of work in Africa, specific projects, core costs and strategies to fund these.
* Support the Head of Programme Funding with developing in-country capacities on project development.
* Support the other programme funding team with applications when needed

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

* Work with the Head of Programme Funding to develop and deliver strategies and plans for fundraising, to grow Tree Aids restricted income.
* Research and identify new and potential institutional funding opportunities in line with organisational funding priorities, and communicate opportunities to UK and country teams.
* Update funding pipeline tools, keeping an accurate database of opportunities, proposal development, submissions, and donor meetings.
* Coordinate the collection and sharing of learning from proposal development processes, helping to ensure this informs 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.

**Person Specification**

**(Essential = E, Desirable = D)**

**Qualifications/knowledge**

* Educated to degree level or equivalent (E)
* Fundraising knowledge and experience, particularly in working with institutional donors (E)
* An understanding of international development, project planning and implementation (D)
* Working knowledge of French (D) German being a nice plus

**Personal qualities**

* A commitment to Tree Aids 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 skills and the ability to turn complex information into a compelling case for support (E)
* Excellent oral communication, presentation skills and ability to establish relationships at a variety of levels (E)
* Strong numeracy skills and experience reviewing budgets and financial reports (E)
* Strong analytical skills with the ability to synthesis complex information (E)
* Excellent IT skills (word, excel, teams, sharepoint) (E)
* Experience of using a database as a relationship tool (D)
* Experience of producing fundraising/marketing plans (D)
* Familiar with fundraising best practice and legislation including GDPR (D)