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### Development & Fundraising Manager

National Botanic Garden of Wales

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#### Job Description

This is an exciting and challenging opportunity to contribute as an important member of a lively and highly motivated team, working to extend the profile and achievements of one of the most iconic destinations in Wales. The National Botanic Garden of Wales is a world leading centre of excellence for conservation, scientific research, education and sustainability, and is also a leading Welsh visitor destination. Find out more by exploring our web site <https://botanicgarden.wales/>.

You are most likely to already have an excellent track record of applying for and securing revenue and capital grant funding for a Third Sector or Public Sector organisation, with experience of raising match funding from donors, sponsors and commercial sources.

The post-holder will work with senior managers to develop proposals, identify funding sources, establish project costs, write business plans/cases, and complete funding applications and fundraising proposals for a diverse range of projects.

Excellent numeracy and IT skills, as well as proven time-management and organisational capability are essential. The ability to work independently as well as with individuals and teams operating in disparate parts of the organisation is essential. An understanding of and commitment to the Botanic Garden's mission is critical for the post.

Accuracy and keen attention to detail, together with the ability to handle confidential matters sensitively as well as with discretion and judgement is needed. You will have excellent written and interpersonal communication skills, preferably with fluency in written and spoken Welsh, and enjoy working with people and developing positive relationships at all levels.

#### OUTLINE DETAILS OF APPOINTMENT

The appointment will be from the soonest date which can be arranged.

You are invited to explore the Garden's website to learn more about us.

Informal enquiries are welcome and should be directed initially to Huw Francis, Director: ([huw.francis@gardenofwales.org.uk](mailto:huw.francis@gardenofwales.org.uk); 01558 66716) or Catrin Evans, Head of Finance ([catrin.evans@gardenofwales.org.uk](mailto:catrin.evans@gardenofwales.org.uk); 01558 667102).

**Applications, as electronic copy in the form of a cover letter and CV clearly showing how you meet the criteria should be sent along with details of two referees, to Anne-Maria Nicholas ([Anne-Maria.Nicholas@gardenofwales.org.uk](mailto:Anne-Maria.Nicholas@gardenofwales.org.uk)).**

**The closing date is 29 January 2021 or earlier should sufficient applications be received.**

**Interviews will follow as soon as practical afterwards.**

**NATIONAL BOTANIC GARDEN OF WALES**  
**GARDD BOTANEG GENEDLAETHOL CYMRU**

**Job Description**

<b>Post Title</b>	Development & Fundraising Officer
<b>Department</b>	Central Services
<b>Reports to</b>	Head of Finance
<b>Responsible for</b>	No other
<b>Salary</b>	Up to £30k per annum, dependent on experience, full time
<b>Term</b>	Permanent

**What you'll do:**

You will support the Senior Management Team with funding applications to trusts, foundations and other grant providers, as well as fundraising from donors, sponsors and commercial funding sources. You will research grant and funding opportunities, produce background notes and develop a database of funding sources that will support delivery of the charitable outcomes of the Botanic Garden, as well as develop fundraising and project plans, and carry out grant application work.

You will play an important role in supporting development of the Botanic Garden by advising and guiding the team on funding sources and preparing funding bids to the highest possible standard, as well as identifying and implementing fundraising initiatives. You will work in close co-operation with staff across a range of disciplines to maximise access to funds. As a small organisation with limited resources the post-holder may be required to fulfil other tasks as reasonably required from time to time.

**What you'll achieve:**

1. The Garden is always up-to-date with accurate records and information on trusts, foundations and other grant providers, and particularly current funding opportunities, resulting in accurate communications internally and externally.
2. Write annual and three yearly fundraising plans covering trusts, foundations, other grant providers, donors, sponsors and commercial funders, to be agreed by the Director and Board of Trustees, identifying proposed projects and funding packages that reflect organisational priorities.
3. Develop excellent relationships with funders, to successfully raise the profile of the Garden and increase access to funding.
4. Successful high-quality funding bids meeting organisational priorities submitted on a regular basis, in line with agreed plans.

**We're looking for people who:**

1. Have a flexible attitude and a commitment to teamwork, with the ability to work individually and within a team, in a diverse organisation.
2. Can manage their own workload, time and meet tight deadlines.
3. Have an interest in, understanding of, and commitment to the work of the National Botanic Garden of Wales.

**The knowledge and qualifications you'll need:**

1. An understanding of fundraising, as well as project and commercial development.
2. Excellent numeracy, able to build a fully-costed business plan using Excel
3. Demonstrable experience in project and/or business planning.
4. Educated to a degree level, or equivalent experience.

**The experience you'll need:**

1. Demonstrated ability to research and source grant information, and write successful funding bids and business plans for projects ranging in size from £10s of thousands to £multi-million,

preferably in the Third Sector.

2. Five years relevant experience of working in a fundraising environment or project development office

**The skills you'll need:**

1. Excellent communication skills, both written and oral, with the ability to communicate effectively with internal clients, staff and external stakeholders.
2. Excellent organisational skills including the ability to prioritise workloads, multi-task and work with competing deadlines and diverse workloads.
3. Able to work with a diverse range of specialist staff and departments, understand complex/ technical subjects, and produce funding applications for them.
4. A high degree of IT literacy with knowledge of Windows based applications.

## PERSON SPECIFICATION

- Specified below are the criteria considered necessary to fulfil the role.
- This information is made openly available to applicants and will form the basis for the recruitment and selection process.
- Only those applicants who meet these criteria adequately will be considered.

<b>Criteria and evidence expected:</b>			
		<b>Pap er appl icati on</b>	<b>Inter view</b>
	Education/Qualifications Knowledge/Experience Competencies/abilities		
	<b>Essential Criteria</b>		
1	Educated to degree level in a relevant discipline, or equivalent, with evidence of high-level literacy and numeracy		
2	Evidence of high level IT skills (Microsoft Office, Excel, PowerPoint, e-mail, etc), as well as project plans, presentations, layout and design competence.		
3	Excellent numeracy skills and able to develop a fully-costed business/project plan using Excel		
4	Demonstrated organisational and time-management ability, capable of working at a high pace of work throughput and high level of individual responsibility/accountability.		
5	Excellent communication skills – oral, written, and inter-personal, including the ability to deal confidently with people at all levels inside and outside the organisation.		
6	Accuracy, dependability and attention to detail, with the ability to follow and interpret guidelines intelligently and deliver outcomes reliably.		
7	Excellent team worker who co-ordinates well with others, e.g. cross-functionally both within and beyond the organisation.		
8	Demonstrated successful track record of applying for and securing significant grant and other funding, for a range of projects, over a number of years.		
9	Evidence of an understanding of the fundraising needs of a charitable organisation.		
10	Genuine interest and understanding of the mission and purposes of the Garden		
	<b>Desirable Criteria</b>		
11	Fluency in written and spoken Welsh		