

Job Role:	Programme Funding Manager		
Department:	Fundraising and Communications	Unit/Team:	Programme Funding
Grade and Salary:		Contract Type:	Permanent
Location:	This role will be based in the United Kingdom	Budget Holder:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Reports to: <i>(incl matrix reporting)</i>	Director of Programme Funding.		
Oversight/ supervision:	None		
Matrix Reports:	None		
Close collaborations:	<p>The Programme Funding Manager needs to ensure strong working relationships with:</p> <ul style="list-style-type: none"> (i) Head of Implementation (ii) Strategic Projects Lead (iii) Director of Development (iv) Fundraising Manager (v) Fundraising & Operations Manager (vi) Project Liaison(s) (vii) Funding Analyst (viii) OI Pejeta's programme (Conservation, Technology and Community Development) teams (ix) OI Pejeta's Finance department (x) Legal Coordinator 		
Operational Remit:	Global <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/>		
Job Specifications			
Role Overview:	<p>The Programme Funding Manager will be responsible for leading OI Pejeta's fundraising by (i) identifying new donors (Trust and Foundations, Institutions and Corporate partners) with the potential to fund OI Pejeta priorities/ projects, (ii) building relationships with new and existing donors, and (iii) spearhead OI Pejeta's efforts to translate opportunities to secured grants and income through the development of the highest quality prospecting, pitch materials and proposals. Securing unrestricted / core cost / CAPEX funding will be a priority for this role.</p>		
Areas of Responsibilities	Key Activities		
1. Culture and behavioural responsibilities	<ul style="list-style-type: none"> • Build strong relationships with key stakeholders within the organization across all departments to ensure the organizations priorities are effectively linked to funding priorities. • Contribute to departmental planning processes. • Driving efficient processes that enable cross-organisational working. 		

	<ul style="list-style-type: none"> • Attend and, on occasion, help to lead team and department meetings. • Support team administration, including database management and filing of key documents.
<p>2. Fundraising responsibilities</p>	<p>Pipeline and Proposal Development</p> <ul style="list-style-type: none"> • Donor mapping: Support the development of a methodology for donor mapping, aligning organizational priorities to those of donors (Trust and Foundations, Institutions and Corporate partners). • Prospecting: Implement that methodology to regularly map funding opportunities that align with OI Pejeta’s conservation, tech and / or community development programmes, ensuring a steady pipeline of fundraising opportunities. • Develop an approach to categorize donors based on factors that might influence OI Pejeta’s approach to seeking funding. This might include: (i) typical value of donation / award (ii) type of donation / award (one off, small grants, un/restricted etc.) (iii) typical value of donation, (iv) focus of funding, if any (specific species, rangers, community etc.). • Lead annual contact / network mapping exercises to identify connections between identified prospects and OI Pejeta leadership and other staff, or other core partners of the Conservancy that might be leveraged as part of a funding approach. • Identify networks or platforms utilized by trusts, foundations, corporate and institutional donors that OI Pejeta might be able to join or engage with, to raise our visibility among these donor groups. • Develop a strategy for targeting these trusts, foundations, and corporates that effectively communicates our work, our funding needs / “ask”, and which maximizes our chances of securing funding / donations. • Support the Program Development and Funding Lead to develop and regularly update short project briefs to be shared with prospective donors. • Work in collaboration with the rest of the Partnership Funding team to deliver quality proposals that secure multi-year funding for OI Pejeta. <p>Partnerships</p> <ul style="list-style-type: none"> • Identify and cultivate new partnerships that position OI Pejeta for new funding opportunities, either as the lead, or a partner within consortium bids. • Support the management of existing partnerships to identify new opportunities for collaboration, ensuring the best interests of OI Pejeta are always represented. • Monitor compliance with grant terms and conditions. <p>Communications and Representation</p> <ul style="list-style-type: none"> • Facilitate regular and meaningful communication and co-ordination internally, between partners and with donors. • Identify key fora, meetings and workshops through which participation would increase visibility for OI Pejeta among donors and

	<p>conservation partners. Support, in collaboration with the programmes team, the design and delivery of event participation, as appropriate.</p> <ul style="list-style-type: none"> • Develop effective, high-quality, communications materials that promote the work carried out by OI Pejeta Conservancy.
3. Reporting and compliance	<ul style="list-style-type: none"> • Provide input to technical and financial reports to ensure grants are being reported against to the very highest standards and help ensure that donors are made aware of progress in a timely and accurate manner. • Work with the programme’s teams and OI Pejeta’s Legal Coordinator to develop a compliance monitoring tool and provide technical support where necessary to ensure that the Conservancy always remains fully compliant. • Engage directly with donors on issues around reporting and compliance issues as required.
Education, Language & Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree or similar qualification in Conservation, Natural Resource Management or related discipline. • Excellent verbal and written communication with fluency in English.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • Demonstratable experience raising funds (>US\$1m per year) from a wide range of donors, including Trusts and Foundations, Corporates, and government donors such as USAID, EU etc. • Experience raising funds for conservation activities in East Africa (Kenya preferred). • Extensive working knowledge of both Microsoft 365 and Google productivity apps. • Excellent writing and presentation skills. • Experience of budget design and management. • Excellent planning, coordination and reporting skills with demonstrated ability to work under pressure and to tight deadlines. • Strong interpersonal skills, including ability to communicate with a wide range of stakeholders. • Ability to develop and sustain strong working relationships. • Self-motivated, independent and resourceful. • Adept at prioritising needs, you are happy taking the initiative to get things done and thrive in a busy environment. • A ‘can-do’ and agile attitude, ability to problem solve and adaptive thinking. • The right to live and work in the United Kingdom.
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Master’s degree is an advantage. • Knowledge of conservation activities in Kenya / East Africa. • Project management qualification.

Competency Profile		
Leadership	Strategic Perspective	Demonstrate alignment of the Organization’s strategic priorities and goals.
	Change Management	Uses effective strategies to facilitate organization change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
Leadership	Building Collaborative Relationships	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leadership Core	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities
	Leading Purpose with and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice team culture values.