



**THE PELORUS  
FOUNDATION**



**FUNDRAISING EXECUTIVE  
RECRUITMENT PACK**

Registered Charity No. 1189966

## **Thank you for your interest in Pelorus Foundation**

We are a bold and pioneering environmental charity on a mission to protect the world's wildlife and wild places, not just for today but for generations to come. Our charity is driven by the power of innovation, a deep respect for the natural world, and an unshakeable belief in the ability of people and communities to create real change.

Founded by a group of people who travelled the world extensively, witnessing widespread environmental damage and the destruction of wild places and animals, Pelorus Foundation was born out of an unignorable sense of urgency to act, and fight the current trajectory of our planet.

Join us, and you'll be part of a small team that isn't afraid to challenge the status quo, push boundaries, and explore new ways of making a difference.

### **Why This Role Matters**

As our Fundraising Executive, you won't just be raising funds - you'll be helping to empower communities and drive forward groundbreaking initiatives to safeguard our planet. Your work will support projects that preserve precious habitats, protect endangered species, and combat the effects of climate change. This is your chance to put your passion for fundraising and the environment to work, to drive results that matter, and to leave a legacy of change.

### **What We're Looking For**

We're seeking someone who sees fundraising as a powerful way to drive global impact. We want someone excited about the opportunity to bring bold ideas to life, who thrives in a start-up environment where creativity and agility are celebrated, and who can deliver on what they promise.

If you share our passion, are energetic and think you have the right skills and experience to join our team we would love to hear from you. Please apply today.

*Justine Williams*

**Head of Foundation**

## Our Vision

A world where wildlife and wild places are protected for generations to come.

## Our Mission

To champion innovation and act as a catalyst, empowering individuals and local communities to preserve and protect the world's wildlife and wild places for future generations.

## Our Values

- **Courage**  
Changing the status quo requires bravery and an intrepid sense of adventure.
  - **Determination**  
We are determined to make a difference and change the planet's trajectory.
  - **Collaboration**  
When we work together, we have more impact than when we are alone.
  - **Defiant Optimism**  
We don't believe that our planet's future is set in stone. We know that the spirit of defiance embodied by communities all over the world can be harnessed and turned into a catalyst for real change.
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## What We Offer

- **A Platform for Change:** Be part of an organisation where your ideas are valued, your growth is supported, and your work creates lasting impact.
- **Flexible Working:** We understand the importance of work-life balance and offer part-time hours and flexible arrangements to suit your needs.
- **A Supportive Team:** Work alongside passionate and like-minded colleagues who are dedicated to making a difference and will support you every step of the way.
- **Room to Grow:** As a start-up, we are constantly evolving, and we want you to grow with us. We'll support you in your personal and professional development.

## Benefits include:

- 25 days per year annual leave (pro rata), plus bank holidays
- A contributory pension scheme
- A day's leave on your birthday and an extra annual Foundation leave day to take part in a conservation activity of your choice
- Opportunities for training, development and networking
- At our shared office space in Parson's Green, London you can also access the on-site café, free weekly yoga and pilates classes, free cake Tuesdays and free Breakfast Fridays, plus free networking drinks once a month

## Your Role

<b>Job Title:</b>	Fundraising Executive – Part-time, up to four days a week
<b>Reports to:</b>	Head of Foundation
<b>Salary:</b>	£28,000 - £32,000 pro rata, depending on experience
<b>Location:</b>	Hybrid. However, the role requires working at least one day a week in the London office.

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- 1. Drive Real Impact:**
  - You'll seek out and secure four to six-figure grants from trusts and foundations, crafting compelling proposals that inspire funders to invest in our vision for a better world.
  - You'll build meaningful connections with individual donors and corporate partners, sharing the stories of our work and creating genuine, lasting relationships.
- 2. Create Innovative Campaigns:**
  - Working together with our Marketing and Communications Executive, you'll develop and deliver creative, high-impact fundraising campaigns that make people stop, listen, and act. You'll set realistic targets, celebrate each win, and gain new learnings from each campaign.
  - With every campaign, you'll have the freedom to experiment and the support from our Head of Foundation to learn from your successes and your challenges.
- 3. Be a Voice of Our Charity:**
  - You'll help represent us with confidence and passion at networking events, turning conversations into opportunities for collaboration and growth.
  - As a key member of our team, your voice will help shape our fundraising plans, and your ideas will be welcomed and valued.
- 4. Lead with Data & Insight:**
  - You'll use data to inform and drive your work, helping to implement and maintain our CRM system, analysing trends, and leveraging insights to enhance our fundraising effectiveness.
  - You'll monitor and report on your impact, always seeking new ways to optimise and innovate.
- 5. Champion Innovation:**
  - In our start-up culture, every day is an opportunity to dream big and push forward. You'll bring fresh ideas to the table, be brave enough to try new things, and be adaptable when plans need to change.
  - You'll be part of a team that celebrates creativity, collaboration, and the courage to disrupt the ordinary.

## About You:

We're looking for someone who:

- **Lives and Breathes Income-Generation:** You have a proven track record of securing income and building high-value relationships, and you're hungry to achieve even more.
- **Communicates with Heart:** Your writing is persuasive, your presentations are powerful, and your passion for environmental conservation shines through in every conversation.
- **Thinks Differently:** You're an innovator, always looking for new ways to connect with supporters and maximise fundraising success.
- **Is Data-Driven:** You understand that knowledge is power, and you're confident using data to shape and enhance your work.
- **Believes in Our Mission:** You care deeply about protecting the natural world and are excited to use your skills to drive meaningful change.

## Skills and Experience:

- At least two years' experience in partnership fundraising, bid writing and/or business development or wealth management.
- Excellent writing skills with good grammar, and fluency in English
- Experience of forecast planning and evidence of consistently meeting income targets
- Experience of managing and stewarding a portfolio of donors/relationships, including the development and implementation of regular communication plans.  
Excellent interpersonal skills able to converse and build strong relationships with people at all business levels
- Confident framing and making a financial ask both verbally and written, to secure income generation
- Creativity, able to shape and craft effective fundraising materials and project stories to capture attention and create action
- Attention to detail to ensure high quality and accurate presentation of grant bids, proposals, and corporate presentations
- Strong research skills, able to identify and develop a pipeline of funding prospects
- Comfortable working with budgets and delivering to financial targets
- The ability to perform well under pressure, able to deal with multiple activities and tasks concurrently and deliver to agreed targets
- Confident use of CRM database and confident using digital tools and platforms
- Excellent organisational skills, with the ability to prioritise tasks
- Good problem-solving skills and ability to think on your feet
- Good negotiation skills to help secure effective, corporate support and partnerships

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## How to Apply

If you're ready to bring your passion, creativity, and results-driven mindset to a charity that's breaking the mold, we'd love to hear from you. You must have the right to work in the UK. We are unable to sponsor any international applicants.

**Please email your CV and one-sided cover letter telling us why you're the perfect fit for this role. And send to [justine@pelorusfoundation.com](mailto:justine@pelorusfoundation.com) by 12pm Monday 24<sup>th</sup> February.**

Applications will be reviewed as they are received, however, the role will remain open until the closing date. For more information about us and the incredible work you'll be supporting, visit [www.pelorusfoundation.com](http://www.pelorusfoundation.com).