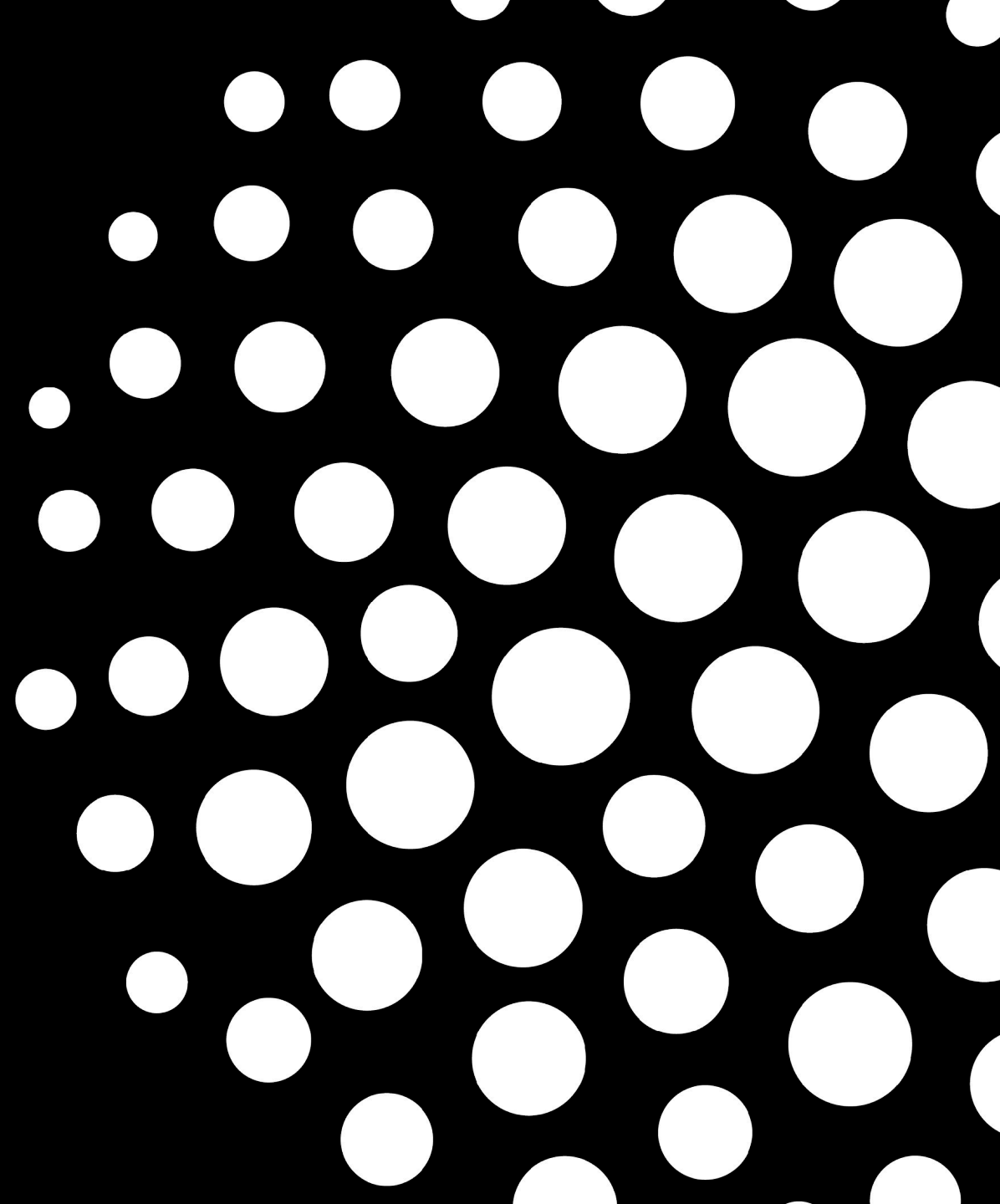


Institutional Funding Manager Development Team

July 2024



Welcome to Global Canopy

We are so pleased you found us. Global Canopy is an ambitious, creative and dynamic not-for-profit targeting the market forces destroying nature.

Our special focus is on ending global deforestation, most of which is driven by agricultural expansion for commodities like beef, soy and palm oil that end up in products we all use every day.

In fact, our research shows that \$6 *trillion* in private finance each year is driving this destruction – including 20% of the money that we all put into our pensions.

This is a major driver of climate change, of biodiversity loss and of human rights abuses. To tackle this we deliver radical transparency through our award-winning data platforms, detailing how consumer markets are linked to nature loss.

We enable major companies, investors and governments to take positive action, and we help campaigning organisations and investigative journalists shine a light on those not doing

enough. And we help policymakers to design laws that make it mandatory for the private sector to change.

We are now growing rapidly as an organisation – expanding our work and teams in key geographies like Brazil and South East Asia. And we are deepening our relationships with major investor networks as we redouble work to remove deforestation and nature-related impacts from lending and investment portfolios worldwide.

As part of our team, you will be at the heart of global efforts to tackle the intertwined climate and nature crises. And you will find yourself surrounded by engaged, positive and committed colleagues determined to make a difference.

Please join us, this is urgent.

Niki Mardas, Executive Director





About Global Canopy

Global Canopy is a data-driven not for profit delivering real transparency and accountability for market impacts on nature and people. Our special focus is on ending deforestation – an essential step in achieving urgent global goals on climate, nature and human rights.

We deliver our work via three main strategies:

1. on **open data** (including via major global data platforms like [Trase](#), [Forest 500](#), [Forest IQ](#), and [ENCORE](#));
2. on creating stronger **voluntary and compliance frameworks** to address nature loss (we are a founding partner of the [TNFD](#));
3. and on accelerating **accountability and action by the finance sector** towards deforestation-free portfolios.

Our platforms, data and insights are relied upon by Fortune 500 companies, major financial institutions, national and regional governments, and some of the most effective campaigning organisations worldwide.

We work globally, with a focus on both forested regions (particularly across Latin America and South East Asia), and major consumer and financial markets (with a focus on Europe, the US, Singapore and China).

We have a distributed team of around 60 people worldwide, with a main office in Oxford (UK). We work via close and deep partnerships, including with institutions like the Stockholm Environment Institute, the UN Climate Change High-Level Champions, UNEP Finance Initiative, the World Conservation Monitoring Centre, the Zoological Society of London, and many many others.



\$6.1tn

of finance flowed to
companies in forest
risk supply chains
in 2023

The role: overview

Institutional grants have been a core part of Global Canopy's income for many years, however, this role is a new one for the organisation.

Reporting to the Director of Income and based within the Development team you will work closely with the Programmes Teams to identify new institutional funding opportunities, help determine the most appropriate piece of work to submit, coordinate applications and contract management including maintaining strong relationships and excellent standards of reporting.

This role will require you to work closely with a range of colleagues, including members of the Finance teams, different Programme teams and even representatives from Global Canopy's partners in certain areas of work.

This role is intended to provide consistency, efficiency and professionalism across Global Canopy's institutional fundraising. The renewal of Global Canopy's major grants will be a crucial focus in coming years, as will be the sourcing of new institutional opportunities.

The role: responsibilities

- Maintain oversight of all Global Canopy's current institutional grants across the different teams. Compile a coordinated timetable of key reporting and renewal dates.
 - Lead project management of existing and new contracts, ensuring clearly defined areas of responsibility, identified timeframes, regular coordination and information sharing.
 - Ensure timely, high quality reporting, coordinating contribution from all stakeholders (including financial reporting overseen by Finance team), providing oversight of written narrative, results framework and supplementary materials, assessing for consistency, appropriate presentation and adherence with contract KPIs and goals and ensuring appropriate review and sign-off.
 - Work with Programmes teams to source new opportunities for submission, identifying appropriate pieces of work to put forward. Track programme cycles and call releases from institutional funders, where necessary attending events, networking and building relationships.
- Coordinate applications with Programmes teams and external consortia, ensuring consistency and efficiency in core areas.
 - Work with the Development Team to identify stewardship opportunities where relevant.
 - Collate learnings from contract reviews, ensuring knowledge shared amongst all appropriate stakeholders within and external to Global Canopy. Use this information to inform and improve practice and identification of opportunities.
 - Ensure that our CRM (Salesforce) is used effectively, kept up to date and accurately maintained with prospect and donor information.
 - Provide information and data for the Leadership Team and Board where required.
 - Provide support for other team members as and when necessary.

About you

To be successful in this role, these are the things that will matter the most:

- Strong communications skills (written & verbal) with the ability to understand and synthesise complex information for public-facing communication
- Ability to work well under pressure and manage multiple priorities and demands
- Team player with the ability to work with a diverse range of stakeholders to achieve a common goal

Essential behavioural competencies:

- Proactive and adaptable – seeks new opportunities
- Collaborative approach to work & focus on getting the job done
- Highly organised with excellent attention to detail

Skills and experience:

- Demonstrable experience in institutional fundraising and complex grant proposal management.
- Track record of success in securing and managing major contracts from UK, EU and US funders
- Experience leading or working within consortia bids
- Knowledge of or interest in environmental and social issues
- Strong financial literacy (budgeting & financial reporting)
- Excellent organisational and time management skills, familiarity with standard IT systems and fundraising/CRM software

Our values

As an organisation committed to achieving system-wide change, we operate in a challenging environment. Our organisational values help guide our ways of working and keep us accountable to these standards:

Entrepreneurial – We develop bold new ideas to catalyse system wide change.

Impactful – We learn from what works, hold ourselves and others accountable and work in collaboration with others.

Inclusive – We celebrate diversity, value teamwork and support individuals to fulfil their potential.

Clear – We listen actively, think critically and communicate with clarity.



Salary & benefits

Salary

£40,000 - £45,000 full time equivalent

This role sits within Band D on Global Canopy's remuneration framework.

Nature of contract

Full time, permanent. We are a flexible employer and welcome candidates wishing to work flexibly.

Base

Our office is in Oxford, with flexible home-working arrangements in place.

Holidays

36 days (including bank/public holidays) for discretionary use across the annual leave year. Option to purchase up to an additional 5 days or equivalent of one week's leave.

Pension

Employer pension contribution of 7%.

Healthcare cashback plan

Covering dental fees, eye-care, wellbeing, physiotherapy, chiropody and much more – for you and any children.

Employee Assistance Programme

Which provides free, confidential advice on personal and legal matters.

Other

Huge range of discounts and cashback deals at gyms, restaurants, holidays, and much more.

How to apply

To apply for the position, please use this [link](#) and submit an up-to date CV and covering letter.

The covering letter should explain your motivation for the role, and how your skills and experience fit the person specification. (Please no more than 1 side of A4).

All candidates are asked to complete an anonymous diversity monitoring form when they apply.

The closing date for applications is **12 August 2024 at 9am BST**. Early application encouraged. We may close applications early if suitable candidates are identified.

Screening calls are provisionally planned for w/c 19th August, and will be conducted remotely via a video call.

At Global Canopy, we value diversity and inclusion. You can read our diversity statement on our [website](#). We encourage applications from all backgrounds and are committed to having a team with a diverse set of skills, experiences and abilities.

Global Canopy works on issues of global deforestation. We are particularly interested in strengthening our team to include those with a background from forest regions such as Latin America and South East Asia. We would welcome applications from people from these regions.

If you have any questions about the position, then please contact: hr@globalcanopy.org.

Applicant data will be managed in accordance with the candidate privacy policy available on our [website](#).

Thank you

HR Team

hr@globalcanopy.org

Find out more at globalcanopy.org