

Job title: Institutions, Foundations and Organisations Manager

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Department	Development
Location	UK
Position Reports to	Director of Institutions, Foundations and Organisations
Position Supervises	-

About the organisation:

The Lewa Wildlife Conservancy, based at the foothills of Mount Kenya, works as a model and catalyst for the conservation of wildlife and its habitat. We do this through the protection and management of species, the initiation and support of community conservation and development programmes, and the education of neighbouring areas in the value of wildlife.

For the last three decades, our practices have resulted in thriving black rhino habitat and population, which in turn has created a robust ecosystem for a multitude of species including the endangered Grevy's zebra, elephant, lion, cheetah, giraffe and more. We envision a future where people across Kenya value, protect and benefit from wildlife. This future depends on communities being able to derive their day-to-day livelihoods in ways that are compatible with thriving wildlife habitat. As a result, we invest heavily in the livelihoods of our neighbours through programmes in education, healthcare, water, micro-enterprise, youth empowerment and more.

As a catalyst and champion of this model that puts people at the centre of conservation, Lewa has influenced and supported the conservancy management for both private and community lands across northern Kenya.

Purpose of the job:

This role is responsible for supporting the Director of Institutions, Foundations and Organisations to maximise income from foundations and organisations and institutions. The post-holder will develop a robust pipeline of funding through organisations based in the UK and internationally.

Duties and Responsibilities:

- a) Making Grant Applications and Establishing Donor Relationships

- Manage, develop and grow a pipeline of foundations, organisations and institutions, including bid writing, stewardship and retention and growth of existing donor relationships
- Develop and manage excellent relationships with existing and potential donors.
- Liaise with potential funders to gather insight into funding requirements and conduct discovery meetings and conceptual discussions with prospects
- Identify opportunities for foundation, organisation and institutional funding and work with the Grants and Impact team to develop compelling funding applications
- Research and monitor new target organisations, building a strong pipeline of prospects

b) Strategy, Planning and Reporting

- Support the Director of Institutions, Foundations and Organisations to deliver an ambitious institutional fundraising strategy, that will enable Lewa to secure its long-term financial future and maximise its impact
- Ensure that foundations, organisations and organisations that have made donations are kept appropriately informed of progress against the work they are funding and of the impact that their support has achieved
- Ensure that Salesforce is kept up to date with all trust, foundation and institution contact, communication and donation information
- Manage a restricted funding reporting schedule, working with the Grants and Impact and finance teams to ensure reports are compiled and submitted on time
- Produce internal reports against agreed KPIs, financial targets and annual objectives

c) Other duties as assigned

Qualifications: Education/Knowledge/Technical Skills and Experience

- Minimum five (5) years of professional experience successfully delivering high value, multi-year funding from the UK and internationally
- Extensive experience of donor prospecting and pipeline management



- A strong background in foundation, organisation and institutional bid writing, application processes, reporting and stewarding with successful 5 and 6 figure outcomes
- Demonstrable experience of personally securing 5 and 6 figure sum gifts
- Experience of complex bid development and working with delivery teams on programme design and grant management
- Excellent written and spoken English
- Sound strategic thinking and planning skills and the ability to think creatively, set priorities, and develop of work-plans
- Ability to work under pressure and with multiple competing priorities
- Strong attention to detail
- Highly developed interpersonal and communication skills
- Experience in Salesforce highly desirable
- Ability to travel periodically to the United States, Canada and Europe