JOB TITLE:	**Head of Trusts & Foundations**
DIVISION/DEPARTMENT:	**Development**

1. OVERALL PURPOSE OF JOB

BirdLife International is seeking a strategic and hands-on Head of Trusts & Foundations to lead and grow its trusts and foundations fundraising globally. This role is based in the UK with a global remit, and will be both player and coach: personally developing and managing BirdLife's largest and most complex trust and foundation relationships, while leading and developing a team of trusts and foundations fundraisers.

Reporting to the Chief Development Officer, the Head of Trusts & Foundations will play a critical role in growing BirdLife's restricted and multi-year trusts and foundations income, providing the hands-on role-modelling, coaching, and personal fundraising credibility needed to develop both the team and the portfolio.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
Chief Development Officer
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
Senior Trusts and Foundations Manager (UK), Associate Director of Development, Foundations and Corporate (US) x 2.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT
Provision of information to all levels of BirdLife staff both in the UK and overseas.
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK
Provision of information to all BirdLife Partner's staff.

3. KEY WORKING RELATIONSHIPS

- Chief Development Officer – partner on transformational trust and foundation relationships and on overall Trusts & Foundations strategy.
- Head of Major Gifts – partner on transformational, cross-team opportunities and joint prospect management via the Principal Gifts Working Group.
- Head of Institutional Funding – partner on "smart" restricted fundraising and build an ecosystem of lightly restricted donors to complement Institutional funding.
- Prospect Research & Insights Manager – development reporting, pipeline insights, and prospect identification for trusts and foundations.
- Head of Stewardship & Development Comms – partner on donor stewardship and donor-facing materials for trusts and foundations audiences.
- Deputy Chief Development Officer – partner on reporting, impact, and organisational change.
- Development Management Team – Partner with fellow Heads of teams to steward the Development programme at BirdLife and collectively lead transformational change, especially the shared delivery of the Development strategy
- Conservation, Regions, Science, and Policy teams – partner closely on fundraising proposals, ensuring funding bids are technically robust and aligned to programme needs and donor priorities.

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	2	General Public	1	Institutional policy makers /Politicians/ Corporations	1
BirdLife Advisory Groups, Committees, Reg. Councils	2	Press & Media	1	Institutional Funders	1
BirdLife Global Council	2	Regulators/Legislators/ Auditors	1	Individual donors/ members	3
Suppliers/Service Providers	2	Scientific Community	1	Royalty/VIPs/ High worth Individuals	3

Level of Contact
1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative.
2.= Presenting/Representing/Reporting "Relationship management". Frequent exposure representing BirdLife. Maintaining individual contacts. Frequently managing information flow.
3.= Justifying/Negotiating - "Influencing decision makers". Frequent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:

Key Responsibilities

Fundraising Strategy & Leadership

- Develop and execute a comprehensive trusts & foundations strategy to grow restricted and lightly restricted multi-year income globally.
- Lead, coach, and develop the Trusts & Foundations team — Senior Trusts and Foundations Manager and Associate Director of Development, Foundations and Corporate (US) x 2 — providing direct, hands-on coaching in proposal development, cultivation, and compliance discipline.
- Represent Trusts & Foundations on the Development Management Team to steward the Development programme at BirdLife and collectively lead transformational change, especially the shared delivery of the Development strategy
- Represent Trusts & Foundations on the Principal Gifts Working Group, working with the CDO, Deputy CDO, Head of Stewardship & Development Comms, Head of Major Gifts and Prospect Research & Insights Manager to progress transformational trust and foundation opportunities alongside principal gifts

Portfolio, Proposals and Compliance

- Identify opportunities to grow BirdLife's global trusts and foundations donor base.
- Personally develop and manage BirdLife's largest and most complex trust and foundation relationships, and lead cultivation of transformational trust and foundation prospects.
- Oversee the development of high-quality, compelling funding proposals, and ensure rigorous compliance and reporting against restricted funding agreements.
- Ensure each member of the team undertakes new business activity to build a robust pipeline within designated markets and funding levels, feeding future portfolio growth for the team.
- Partner closely with Conservation, Regions, Science, and Policy teams to ensure funding proposals are technically robust and aligned to programme needs and donor priorities.

- Develop and deliver compelling funding proposals, reports and materials for trust and foundation funders.
- Work closely with the Chief Development Officer, senior leadership, and programme teams to align fundraising efforts with BirdLife's global conservation priorities.

Performance and Reporting:

- Set and monitor trusts & foundations income targets and performance goals; track progress, pipeline health, and compliance status, and provide regular reports to leadership on revenue generation, taking corrective action as needed
- Partner with the Deputy CDO on development team reporting including annual work plans, Finance Committee and Council Reports and the Fundraising Approach Implementation Plan
- Manage the Trusts & Foundations team budget, recruitment, and resource allocation.

Development team culture

- Embody and demonstrate BirdLife values and a high performing team culture
- Meet commitments and ensure ethical compliance with BirdLife policies and procedures, financial standards, and legal requirements

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Yes, Trusts & Foundations budget
Contracts – Funders	Yes.
Contracts – Staff/Consultants	Yes
Contracts – Service providers	Unlikely
Legal Responsibility	Yes, to work with Legal Team on any due diligence concerns with respect to donors
Other	Handling confidential information.

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	- Bachelor's degree and 7–10 years' related experience, or equivalent experience in a relevant field (Essential).
Job Specific Education/ Qualification	- Experience with Raiser's Edge or a comparable fundraising CRM (Desirable). - Strong financial and IT literacy (Essential).
Job Specific Knowledge	- Expert knowledge of current and evolving trusts & foundations fundraising practice (Essential).

	- Good understanding of climate, biodiversity, civil society, and nature conservation issues, or willingness to learn (Essential) - Solid knowledge of restricted funding compliance, reporting, and grant management (Essential). - Willingness to learn relevant UK/international data protection legislation and industry regulations (Essential). - Expert knowledge of best practices in development and non-profit management (Essential).
Experience	- Experience personally raising six- and seven-figure grants from trusts and foundations donors (Essential). - Experience building and maintaining long-term relationships with trust and foundations donors (Essential). - Experience of successfully developing and delivering a trusts & foundations fundraising strategy (Essential). - Experience coaching or line-managing fundraisers to develop their own proposal and compliance discipline (Essential). - Experience working in an international, complex, not-for-profit environment (Essential). - Experience working at a local, national or international conservation organization (Desirable). - Experience managing a geographically dispersed team, in particular the United States (Desirable). - Experience explaining complex, scientific issues to varied audiences (Desirable). - Multi-lingual skills and multi-cultural experience desirable (Desirable).
Management & organisational skills	- Experience managing a small trusts & foundations team, including budgetary responsibility (Essential). - Highly organised, evidence-based, results-focused self-starter (Essential). - Strong project management skills, including delivery to timescales and budgets (Essential). - Excellent problem-solving skills and a solutions focussed approach (Essential). - Keen attention to detail balanced with excellent time management (Essential). - Ability to work independently and as part of a team (Essential). - Experience and interest in partnering with Development leadership on strategy (Desirable).
Communications skills	- Excellent verbal and written communication skills, and able to present complex information clearly to varied audiences (Essential). - Ability to work collaboratively across teams and with external stakeholders using a partnerships approach (Essential). - Ability to work well with people from a wide variety of backgrounds (Essential).
Creativity & Initiative	- Positive, open-minded attitude embracing continuous improvement (Desirable).

	- Adaptable to using varied and changing approaches to solve problems (Desirable).
Computer Literacy	- Proficient use of MS365 suite of applications with advanced MS Excel skills (Essential). - Proficient use of Raiser's Edge or a comparable fundraising CRM (Essential).
Languages	- English (Essential); additional languages (Desirable)
Travel requirements	- Willingness to travel for funder and donor meetings and organisational events, including internationally (Essential).
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	
- Understanding of tax rules related to charitable donations in UK, USA and other countries.	

Prepared by:	**Date:**
Emma Bolton	August 2026