BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	**Philanthropy Manager (Foundations & Major Donors)**
DIVISION/DEPARTMENT:	**European and Central Asian Division**

1. OVERALL PURPOSE OF JOB

As the Philanthropy Manager (Foundations & Major Donors), you will play a major role in supporting the income generation that is needed to deliver BirdLife's RENATE (Restore Nature in the East) initiative and our restoration programme. The Philanthropy Manager will develop the strategy and engage a pipeline of new philanthropy donors (Major Donors, Foundations) in Europe. This is a new exciting position in a growing team to diversify and enhance BirdLife's sustainability and donor relationships, bringing them closer to the organisation and our mission.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):

Irene Marchi, Fundraising Manager

REPORTING TO JOB HOLDER (LINE MANAGED STAFF):

None

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT

- BirdLife Europe Fundraising Team: participate and coordinate very closely with the team
- BirdLife Europe RENATE initiative team: coordinate very closely with the RENATE Team to align fundraising opportunities and action
- BirdLife Europe Team: participate and coordinate with the team
- Development Team: participate and coordinate with the team, work closely with the Prospect Research and Insight Manager for donor research and cultivation, attend weekly private team meeting, regular Trusts and Foundation meetings, and bimonthly Moves Meetings
  collaborate to identify and pursue funding opportunities, prioritise donor approaches
- Finance Department: budget, pipeline, invoicing, gift aid, legacies.

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK

- Coordinate closely with RENATE Partners
- Coordinate and negotiate with BirdLife Partners to identify key donors, in particular Major Donors
- Ad-hoc input for Fundraising Working Group (gathering of fundraisers from the ECA Partners)
- Occasional engagement and liaison with BirdLife Partner Management staff – generally the provision of advice and coordination of information.

PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK

- Regular engagement with individual donors, foundations, fund advisers from first contact and throughout relationship.
- Regular engagement with external suppliers, including events logistics (CRM, graphic designers, event venues, travel companies, caterers etc).

3. KEY WORKING RELATIONSHIPS

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

The Philanthropy Manager will lead the development of a portfolio of new philanthropic donors, focusing on European foundations, high-net-worth individuals (HNWIs), family offices and donor-advised funds.

During their first year, primary objective will be to identify, cultivate and secure new funding relationships that diversify BirdLife income base and create a sustainable pipeline of strategic donors to large-scale ecological restoration initiatives across Europe, particularly in priority sites in the Balkans, Türkiye and the Caucasus, as part of our RENATE initiative.

Following the establishment of the initial donor pipeline, the role will focus on managing and growing long-term philanthropic partnerships. The postholder will secure repeat and multi-year funding, strengthen donor stewardship, and expand the portfolio of strategic supporters.

This is a highly external-facing role requiring strategic relationship building, excellent communication skills and the confidence to engage with senior philanthropic stakeholders across Europe.

Donor Engagement

- Develop and implement a fundraising strategy targeting European foundations, HNWIs, family offices and donor-advised funds. Creation and implementation of a prospect cultivation plan and donor stewardship plan, complete with anticipated revenue (budget) and stretch targets for each donor
- Build a robust pipeline of prospective donors through prospect research, networking and relationship development.
- Cultivate, solicit and steward new philanthropic relationships, with a strong emphasis on securing first-time gifts and multi-year partnerships. Solicit at least 50% of your portfolio annually for a gift.
- Develop compelling funding propositions and tailored donor materials in collaboration with programme and development colleagues.
- Represent BirdLife at conferences, networking events and donor meetings across Europe.
- Develop and implement donor cultivation events to help expand the donor file in UK and Europe.
- Maintain accurate prospect and donor records, pipeline management and reporting.
- Contribute to delivering the annual global donors budgets in conjunction with the wider development team.
- Contribute to the long-term development of BirdLife's philanthropy programme and income diversification strategy.
- Ensure that donor records are accurate and kept up to date and that all information relating to donors is produced and stored in line with data protection regulations and best practice including adhering to the Fundraising Regulator's Code of Fundraising Practice

5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	No
Contracts – Funders	Need Regional Director approval (and Go-NoGo process)
Contracts – Staff/Consultants	No
Contracts – Service providers	No
Legal Responsibility	No
Other	

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	Relevant university degree
Job Specific Education/ Qualification	• Solid experience in the fundraising field, with a proven track record of building relationships with leading philanthropists and trusts and foundations, successful donor solicitation and stewardship, and expertise in closing 100K plus gifts
Job Specific Knowledge	• Sound knowledge of philanthropy and major donor fundraising, particularly within the European funding landscape. • Understanding of fundraising strategies for foundations, high-net-worth individuals (HNWIs), family offices and donor-advised funds, from cultivation to stewardship to securing partnerships. • Understanding of proposal development, donor engagement and sound budgeting practices. • High degree of diplomacy, professionalism and discretion when working with high-profile donors. • Highly Desirable: Knowledge of biodiversity conservation, ecological restoration, climate action and environmental philanthropy, particularly within Europe.
Experience	• Significant professional experience in major donor and/or foundation fundraising and/or donor advised funds, in particular in Europe (at least 3 years). • Proven track record of identifying, cultivating and securing substantial philanthropic gifts (at least 100K). • Experience developing and managing fundraising pipelines and donor portfolios. • Experience preparing high-quality funding proposals and donor presentations. • Results-oriented with a demonstrated ability to achieve fundraising targets and ensure sustainable financial recoveries. • Desirable: Experience fundraising for international NGOs and for local projects.
Management & organisational skills	• Entrepreneurial mindset with the confidence to establish and grow a new fundraising function. • Ability to develop and implement strategic fundraising plans aligned with organisational priorities. • Strong planning and organisational skills. • Self-motivated, resilient and able to work with minimal supervision. Problem-solving attitude. • Very strong collaboration skills and ability to work effectively across geographically dispersed, multicultural teams. • Strong prioritisation skills, managing multiple funding opportunities and stakeholder relationships simultaneously. • Ability to represent the organisation professionally at meetings, conferences and networking events
Communications skills	• Strong interpersonal and relationship-building skills with senior philanthropic stakeholders. • Excellent proposal writing. • Excellent presentation and influencing skills. • Ability to communicate complex programme objectives in a compelling manner to diverse donor audiences. • Strong networking, negotiation and stakeholder engagement ability. Confidence engaging with senior executives, philanthropists and foundation representatives. • Cultural awareness and sensitivity when working across different European countries and with partner organisations.
Creativity & Initiative	• Entrepreneurial and proactive approach to donor acquisition and relationship development, identifying and developing new fundraising opportunities. • Strong research and analytical skills to identify prospective donors and assess funding opportunities. • Ability to develop innovative fundraising activities and propositions tailored to donor interests.

	• Capacity to work with a high degree of initiative, identifying opportunities to strengthen and expand philanthropic income.
Computer Literacy	• Proficient in Microsoft Office applications (Word, Excel, PPT, Outlook, Teams, OneDrive). • Experience using CRM or donor management databases for donor tracking and pipeline management. • Ability to prepare professional and visually engaging presentations and other documents. • Comfortable using online collaboration and communication platforms in an international working environment.
Languages	• Excellent written and verbal communication skills in English. • Other languages an advantage, especially French, German, Scandinavian languages, Slavic languages
Travel requirements	• Willingness and ability to undertake regular travel across Europe (approx. 5-10 times a year) • Attendance of donor meetings, conferences, networking events and visits to BirdLife Partners as required to develop and maintain philanthropic relationships.
Other	• Interest in international conservation and sustainable development
OTHER DESIRED/HELPFUL KNOWLEDGE/SKILLS/ATTRIBUTES	

Prepared by:	**Date:**
Irene Marchi	06/08/26