THE PELORUS FOUNDATION



# FOUNDATION DEVELOPMENT MANAGER

# 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 Foundation Development Manager, 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, partnership development 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 income generation and building partnerships and networks 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**

Cover photo: Toby Nowlan

## 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 young charity 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) that increases annually, 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 relaxed, shared office space in Parson's Green, London you can also access the on-site café, free weekly yoga classes, free cake Tuesdays and free networking drinks and Friday breakfasts once a month.

## Role Profile

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| **Job Title:** | Foundation Development Manager |
| **Hours:** | Full-time - 40 hours per week (reduced working hours can be considered) |
| **Salary:** | £38,000 to £45,000 per annum depending on relevant experience |
| **Reports to:** | Head of Foundation |
| **Location:** | Hybrid, with at least two days a week in the West London office. |

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## Purpose

To help Pelorus Foundation grow and diversify its income so it can support the conservation of endangered wildlife and wild places. The postholder will develop fundraising opportunities and relationships across trusts and foundations, major donors, corporate partnerships, individual giving and digital fundraising. This hands-on role in a small, ambitious charity combines persuasive writing and relationship-building with research, planning and delivery. The postholder will build opportunities proactively, including from the ground up, and help improve fundraising systems as the charity grows.

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## Responsibilities

### Fundraising development and planning

- Develop fundraising plans that build a diverse, sustainable income base aligned with our priorities.
- Research and prioritise opportunities across trusts and foundations, major donors, corporate partners, individual giving, digital appeals, crowdfunding and match funding.
- Build and maintain a clear pipeline of prospects, actions, deadlines and outcomes; use evidence and performance data to focus effort and improve results.
- Translate conservation priorities into credible funding propositions and recommend practical ways to strengthen fundraising.

### Trusts, foundations and grant fundraising

- Identify suitable grant-makers and assess alignment with our mission, projects and eligibility.
- Write and coordinate high-quality applications, proposals, concept notes, reports and budgets.
- Manage funding applications and reporting calendars, coordinating input from colleagues and project partners to ensure accurate, timely submissions.
- Maintain funder relationships and records; track decisions, restrictions, reporting dates and outcomes, learning from successful and unsuccessful applications.

### Major donors, corporate partnerships and individual giving

- Identify and develop relationships with prospective major donors, philanthropists, businesses and aligned partners through research, networking, events and proactive approaches.
- Develop tailored propositions, prepare briefings, and presentations, and ensure thoughtful follow-up and stewardship.
- Help grow individual giving, regular giving, digital appeals, crowdfunding and match-funding in collaboration with the Senior Marketing and Communications Executive.
- Work with the Head of Foundation to develop fundraising and supporter events.
- Use supporter and campaign insight to improve engagement, retention and income, and communicate the difference that support makes.

### Propositions, systems and collaboration

- Understand conservation programmes, partners and impact; gather evidence, budgets, case studies and outcomes for fundraising materials.
- Collaborate across the team to align fundraising and communications and ensure propositions reflect our mission and values.
- Help design and implement an appropriate CRM; maintain accurate records of prospects, relationships, proposals, actions and income.
- Report on pipeline development, applications, relationship activity and income performance, drawing out useful insights and next steps.

### Organisational contribution

- Manage priorities and deadlines, deliver agreed work to a high standard and raise issues early.
- Support the Head of Foundation with planning, decision-making and operational follow-through where appropriate, and act as their deputy in their absence.
- Act as an ambassador for Pelorus Foundation and follow relevant organisational, data protection, fundraising and due diligence requirements.
- Undertake other reasonable duties consistent with the role; occasional travel and evening or weekend work may be required.

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## Skills and Experience

- Excellent understanding of the UK funding environment with experience in fundraising, income development, or partnerships, progressing opportunities from research to proposal and follow-up.
- Fluency in English with persuasive writing skills, including grant applications or funding proposals.
- Prospect research and assessment skills; able to identify fit, eligibility, interest and potential value.
- Confident relationship-builder who initiates contact, networks and develops new relationships proactively, without relying solely on existing introductions.
- Analytical thinking, sound judgement, attention to detail and ability to prioritise effort against potential impact.
- Excellent organisation and time management, including managing multiple opportunities and deadlines.
- Confidence with digital tools and data systems, able to help establish and maintain a CRM database.
- Professional communication with donors, funders, corporate contacts, and project partners.
- Genuine interest in wildlife conservation and environmental issues, and ability to learn about projects and communicate their importance.

### Personal Qualities

- Proactive, resourceful and persistent; identifies opportunities and takes action rather than waiting for a fully defined brief.
- Resilient when developing relationships and pursuing funding; comfortable with uncertainty and changing priorities.
- Collaborative and solutions-focused, willing to contribute ideas and constructively challenge assumptions.
- Accountable for high-quality work; adaptable, able to work independently and recognises when to seek advice.
- Committed to integrity, ethical fundraising, learning and improving how work is done.

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## Development and Expectations

This is a hands-on management role in a small and evolving charity. Pelorus Foundation has an established base of support but needs to broaden its income sources and develop new relationships. The postholder is expected to take ownership of fundraising activity, build opportunities from the ground up and strengthen systems and processes. Responsibilities will evolve with organisational priorities, supported by regular feedback and development.

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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 mould, 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 cover letter telling us why you're the perfect fit for this role. And send to justine@pelorusfoundation.com by 5pm Monday 23 November 2026.**

For more information about us and the incredible work you'll be supporting, visit **www.pelorusfoundation.com.**