



## FUNDRAISING & COMMUNICATIONS MANAGER

*Salary*                £45,000 (FTE) per annum gross, 3-4 days per week  
*Reporting to*        Managing Director  
*Location*             Home-based, with some travel within Portugal and the UK

**Are you a dynamic, accomplished fundraiser with a passion for elephants and the natural world? Are you ready to transform the lives of elephants in need by helping to establish Europe's first large-scale elephant sanctuary?**

The Pangea Trust is seeking a Fundraising and Communications Manager with an excellent track record of generating income from a variety of sources. You'll have strong interpersonal and management skills and a talent for developing and stewarding high-value relationships, writing compelling proposals, and shaping opportunities for donors to give.

Together with the Managing Director and others, you will also relish the opportunity to direct external communications that facilitate fundraising, in turn building a credible brand and growing our supporter base.

This is an exciting role for anyone looking to make a significant impact and progress within a fast-growing organisation.

### THE PANGEA TRUST

The Pangea Trust is a charity registered in the UK and Portugal that exists to provide a compassionate solution to Europe's zoos and circuses seeking a life-long home for elephants in need.

We count some of the most influential animal charities amongst our members, and their belief in our mission is reflected in their generous funding commitments. Thanks to their support, we have acquired a 1000-acre estate in Alentejo, Portugal, which is currently being regenerated to create a haven for both elephants and native wildlife. Our management approach is supported by leading captive experts and wild elephant biologists and, with the backing of the Portuguese authorities secured, the first phase of site development is now underway.

The next challenge is to raise the necessary capital through both in-kind and financial donations that will enable Pangea to welcome its first resident elephants.

## THE ROLE

The Fundraising and Communications Manager will be inspiring, intuitive, energetic and entrepreneurial, and conduct themselves with confidence and authority.

Key tasks will include:

- *Strategy and planning:* Work with the Managing Director to deliver a fundraising strategy and build a portfolio of donors and a pipeline of prospects.
- *Propositions:* Create compelling and tailored proposals for major donors, trusts, foundations, and corporate partners, to secure both in-kind and financial gifts.
- *Networking:* Build connections and grow peer-to-peer networks.
- *Donor relationship management:* Nurture and develop existing and new relationships with high value individuals and other organisations, including through pitching giving opportunities via impactful presentations, visits, correspondence and personal conversations.
- *Prospect research, records and reporting:* Undertake prospect research through public sources to inform plans and decision-making, ensure good record keeping and provide regular reports to the Managing Director.
- *Communications:* Work with the Managing Director and Marketing Lead to direct external communications that facilitate fundraising, in turn building a credible brand and growing our supporter base.
- *Compliance & due diligence:* Be accountable for embedding relevant fundraising standards and expectations, including compliance with the Charity Commission, the Fundraising Regulator, and data protection requirements, and conduct due diligence checks.
- *Management responsibility:* Liaise with and management of external agencies to deliver against objectives. This role currently has no immediate line management responsibility but the team is expected to grow quickly to support individual giving and other communications functions, which could allow for fast progression within this role.

**The ideal candidate should ideally demonstrate the following attributes:**

- At least 3 years' experience in a fundraising and/or marketing position.
- Demonstrable experience and creativity in income generation, fundraising, and achieving targets.
- Previous success in increasing philanthropy income.
- Exceptional storytelling and copywriting skills to create compelling proposals.
- A team player who also enjoys working autonomously.
- Outstanding interpersonal skills, capable of influencing and persuading a diverse range of stakeholders and building genuine relationships.
- Highly professional and organised, with good attention to detail.

- Excellent presentation and communication skills, able to build strong external relationships and inspire confidence in colleagues and external stakeholders.
- A flexible, "can do" attitude, and a tenacious, creative, entrepreneurial spirit, thriving in a small, fast-paced, and dynamic team.
- Solutions-focused, resilient in the face of setbacks and challenges.
- Proficient in Microsoft Office applications, with the ability to use databases and spreadsheets to inform decisions.
- Strong empathy and commitment to Pangea's mission.
- Excellent spoken and written English, and ideally living in the UK or Portugal.

## HOW TO APPLY

Applications with a covering letter and CV should be sent to [kate@pangeatrust.org](mailto:kate@pangeatrust.org) by 20th September. First interviews will take place in early October. Pre-applications are also most welcome over email – [kate@pangeatrust.org](mailto:kate@pangeatrust.org).

Please note that if an application is received which is particularly interesting to Pangea, we will be contacting candidates on a rolling basis for an interview before the dates above. So, if this is the job for you, please do apply now and don't wait until the deadline date.