

Organisation Description

About FILE:

Founded in 2018, the Stichting Foundation for International Law for the Environment (FILE) is the major philanthropic initiative working to tackle climate change by scaling up environmental legal action globally.

Driven by the urgent global transition to a net zero society, FILE funds world-leading global partners to deliver pioneering legal actions and emblematic precedent-setting cases with the aim of keeping global warming below 1.5 degrees. Our grant portfolio includes workstreams that cut across the natural systems including: Just Energy Transition; Land Use; Sustainable Finance; Future of Environmental Law; and Nature.

FILE supports the development of a strong, diverse, and empowered ecosystem of partners, enabling the co-development of strategy to collectively make a meaningful impact on climate change and the protection of biodiversity. We seek to grow the field, while increasing diversity, and to facilitate successful legal outcomes through access to key research, capacity building, knowledge sharing, strategic communications and campaign alignment and learning.

Position

Job Title: Senior Donor Relations Lead

Reports to: Director, Global Programmes & Operations

Location: Homebased/ London / Amsterdam

Salary: £70,000 to £75,000 depending on experience

About the role:

FILE is seeking to recruit a Senior Manager, Donor Relations to lead fundraising activity at FILE. This challenging position requires a highly experienced and creative foundation professional, who will play a pivotal role in enabling FILE to achieve our ambitious growth targets. This is a hugely exciting time to join the FILE team as we look to double our income over the next two years, enabling us to significantly grow our grant portfolio of impactful legal interventions.

A newly created position within the Foundation that will report directly to the Director, Global Programmes and Operations, you will design and deliver FILE's fundraising strategy and lead on FILE's funding pitches. Working closely with FILE's Executive Team and across FILE, the role will both actively steward our portfolio of existing donors, as well as securing the financial support from new sources needed to grow our income sustainably – and consequently grow the field sustainably.

Key responsibilities:

- **Strategic Leadership and Planning** – Together with the Director, Global Programmes and Operations, provide leadership and direction on all aspects of donor stewardship at FILE. Lead the development and delivery of FILE's fundraising strategy, updating regularly as required to keep pace with FILE's growth and objective setting. Set, monitor and report against FILE's fundraising targets and donor reporting indicators.

- **Cultivating new funder relationships** – With FILE’s Executive Team, act as an active ambassador for FILE, creatively building relationships and networks across the climate and environmental philanthropy sectors. This will include working with aligned foundations and other stakeholders to identify and effectively target new donors both within the environmental sphere and beyond. Communicate effectively across FILE to share knowledge of donor interests, enabling the FILE team to follow up effectively on opportunities.
- **Developing donor pitches** – Lead on the development of an inspiring and evidence-based case for support to grow total income and diversify FILE’s donor base. Project lead all FILE’s donor pitches from end-to-end, including the drafting of excellent and persuasive written applications and materials with inputs collated from colleagues across the organisation.
- **Donor stewardship** – Actively steward relationships with existing donors in our portfolio, developing a deep understanding of their motivations, processes and requirements. Together with FILE’s Grant Management team, lead on all aspects of donor contracting, ensuring that FILE complies with donor-related requirements. Work closely with colleagues in FILE’s Impact and Learning team to produce insightful impact reports for donors, developing creative and innovative ways to build trust-based relationships, enabling significant multi-year donor replenishments.
- **Management information and compliance** – Design and deliver quarterly management information relating to fundraising and donor relations at Executive, Board and donor levels. Keep abreast of all legislative and tax issues (GDPR and data protection) relating to donor stewardship, ensuring that our fundraising processes meet best practice.

The Talented Individual

- Experience of working at senior level in a fundraising role that requires an organisation-wide, cross-functional strategic perspective on issues, challenges and opportunities, and / or significant experience working within large foundations on environmental issues.
- Highly experienced in the development of successful foundation-focussed pitches / proposals, with outstanding written skills.
- Experienced in creating and delivering ambitious organisation-wide fundraising strategies, aligned to organisational goals, based on data and evidence.
- Excellent oral communication skills with the ability to confidently, succinctly and persuasively pitch to donors on a range of topics.
- Strong, existing networks within the philanthropic sector. Demonstrable ability to build and retain purposeful senior relationships and develop partnerships both internally and externally.
- Commercially astute with sound budgeting and planning skills. Able to identify activities that driving business efficiency, setting, and achieving key performance indicators.



- Self-motivated, flexible, well-organised, and able to thrive in a fast-paced organisation.
- A passion for global environmental issues, particularly climate change and biodiversity loss, and an affinity with our principles.

Diversity & Inclusion

FILE is committed to challenging inequality and values diversity in all areas of life. We firmly believe that we are strengthened by the diversity of our staff. We actively work to ensure an inclusive culture where colleagues feel welcomed and supported to succeed and thrive. FILE strongly encourages applications from people of all cultures, backgrounds and experiences, particularly those from under-represented or historically disadvantaged communities.