



Guernsey Nature Commission LBG Fundraising Officer Role Description

About the Nature Commission

The Nature Commission is an independent charitable organisation, working with business, government, the third sector and the public to enhance the Island's natural environment and promote greater native biodiversity. The Nature Commission is working to reverse the decline in biodiversity by protecting and enhancing Guernsey's natural environment for the health of our economy and the wellbeing of our Island community. By working with and building on the substantial contributions made by other charities, the Nature Commission harnesses and amplifies a collective 'voice for nature'. It acts as an enabler and a champion. Our aims include:

- Encouraging our island community to connect with nature;
- Caring for nature and working to reduce pressures on our natural environment;
- Increasing awareness, knowledge and support for nature, including through education and effective information sharing;
- Helping build the evidence-base for effective management of the environment by all;
- Aiding in the identification of our Natural Capital; and
- Supporting the sustainability agenda gathering momentum both globally and locally

Additionally, the Nature Commission is a key contributor to the implementation of the States of Guernsey Strategy for Nature and operates the Guernsey Biological Records Centre. In this context, it plays a critical role in ensuring that Guernsey's biodiversity is both protected and enhanced, and that it is valued in government policymaking and economic planning. Achieving this involves capturing and sharing data.

The role of the Fundraising Officer

The Fundraising Officer will play a key role in helping to secure sustainable income to support the initiatives of the Nature Commission. The role involves developing and delivering fundraising strategies, building relationships with donors and partners, and supporting community engagement to promote the Commission's aim of protecting and enhancing Guernsey's natural environment.

The Fundraising Officer reports to the CEO, and the rest of the Nature Commission Board as necessary. This voluntary role is fixed term for a period of 3 years, although the Fundraising Officer is welcome to apply to continue in the role following this period.

Key Responsibilities

(1) Fundraising Strategy & Delivery

The Fundraising Officer will:

- Develop and implement a fundraising strategy aligned with the Commission's goals;
- Identify and pursue new funding opportunities, including grants, trusts, corporate sponsorships, and individual giving;
- Maintain and promote the Commission's sponsorship package to local corporates and other businesses;
- Monitor and report on fundraising performance against targets.

(2) Donor & Partner Engagement

The Fundraising Officer will:

- Build and maintain relationships with existing and prospective donors;
- Develop corporate partnerships and sponsorship opportunities;
- Organise donor engagement activities and stewardship programmes;
- Ensure donor retention strategies are in place.

(3) Events & Campaigns

The Fundraising Officer will:

- Plan and deliver fundraising campaigns and events;
- Support community-based initiatives and public engagement activities;
- Lead the promotion of campaigns across multiple channels.

(4) Grants & Compliance

The Fundraising Officer will:

- Research relevant grant opportunities from trusts, foundations, and public bodies;
- Prepare compelling funding applications, proposals, and reports, ensuring timely submission of grant applications and compliance with funding requirements;
- Maintain accurate records of funding applications, outcomes, and reporting deadlines.

(5) Communication & Promotion

The Fundraising Officer will:

- Contribute to marketing and communications to raise awareness of fundraising initiatives.
- Help promote the Commission's 'Nature Opportunities for Businesses' initiative;
- Develop engaging content for fundraising appeals, newsletters, and digital platforms.
- Represent the organisation at networking events and public engagements.

Personal Specification

Overview

The Fundraising Officer is a proactive, relationship-driven individual with strong communication and organisational skills.

More specifically, the Fundraising Officer has the following characteristics:

Essential

- Experience in fundraising, or a similar role;
- Excellent written skills, particularly in proposal and grant writing;
- Strong interpersonal and relationship-building skills;
- Good understanding of donor stewardship and engagement;
- Proficient in Microsoft Office (Word, Excel, PowerPoint etc).

Desired

- Strong track record of securing funding from a range of sources;
 - Relevant qualifications in fundraising, communications, marketing, or a related field;
 - Membership of a professional body such as the Chartered Institute of Fundraising.
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Time Commitment

Approximately 1-2 days per month and occasional representation at events. The ideal candidate will be willing to be flexible depending on the needs of the Nature Commission.

Closing date: 5pm Sunday 31st May 2026