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**Development Coordinator**

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| **Job Level** | **3** | **Reports to** | **Director of Development** |
| **Directorate** | **Fundraising, Marketing & Engagement** | **Function** | **Development** |
| **Contract** | **Permanent** | **Location** | **Regent’s Park/Hybrid** |

**Responsibility for resources**

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| **Direct line reports** | **n/a** | **Responsibility for other resources** | **n/a** |
| **Financial resources** | **n/a** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The role of the Development Coordinator is to support the Development team in various strategic and operational capacities. Reporting directly to the Director of Development, the post holder will play a crucial role in coordinating trategic planning, reporting requirements, fostering a culture of fundraising across ZSL, and providing administrative support.

**Key responsibilities**

* *Strategic Planning Support: Collaborate with the Director of Development And Head of Development and Supporter Operations to coordinate strategic planning initiatives, including the development of fundraising strategies, annual plans, and key performance indicators (KPIs).*
* *Reporting Requirements: Assist in the preparation of regular reports and presentations for internal and external stakeholders, providing insights and analysis on fundraising performance and progress towards goals.*
* *Culture of Fundraising:* *Support the Development Team to deliver consistency in their presentations to internal teams; to promote a culture of fundraising fostering a sense of understanding of fundraising as well as and enthusiasm for fundraising initiatives.*
* *Administrative Support: Provide administrative support to the Development team, including, scheduling departmental meetings, arranging agendas and supporting with the coordination of travel arrangements. Additionally, assist with some diary management for the Director of Development.*
* *Strategic Anchor Day Activities: Support the Planning and delivery off strategic anchor day activities aimed at fostering team cohesion, aligning with organisational goals, and promoting learning and development opportunities within the Development team.*
* *Learning and Development: Work closely with the Learning and Development team and the Director of Development to coordinate the training needs of the Development team and coordinate relevant training sessions and resources to support their professional growth and development.*
* *Performance Development Review (PDR) Process: Support with planning and coordinating the Performance Development Review (PDR) process for the Development team, ensuring alignment with organisational planning processes and goals.*
* *Pitch Presentations and Planning Support across the Development team with preparation and planning of pitch presentations to prospective donors, providing support in research, content development, and presentation design.*

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience |

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| Essential | * Proven experience in a business management or administrative role, preferably within the non-profit sector but not essential. |
| Desirable | * Proven experience in working to targets and deadlines with the ability to prioritise and time-manage effectively |

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| Knowledge and skills |

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| Essential | * Excellent communication and presentation skills, with the ability to convey complex information clearly and persuasively. * Familiarity with managing competing priorities and delegating effectively * Proficiency in Microsoft Office suite and presentation software (e.g., PowerPoint). * Ability to work independently with minimal supervision and as part of a team. |
| Desirable | * Highly organised with exceptional attention to detail and accuracy. * Knowledge of fundraising principles and practices is desirable. |

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| Additional requirements |

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| Essential | * Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical) |