



## **TRAFFIC Terms of Reference**

**TITLE:** Development Team Volunteer

**LOCATION:** Cambridge, UK

**REPORTS TO:** Senior Officer, Development

### **ORGANISATIONAL BACKGROUND**

TRAFFIC is a leading non-governmental organisation working to ensure that global trade in wild species is legal and sustainable, for the benefit of the planet and people. At a time of unprecedented biodiversity loss, TRAFFIC provides evidence, solutions, and influence to combat environmental degradation and ensure a nature-positive future.

TRAFFIC International is a charity and limited company registered in the UK. TRAFFIC's head office, based in Cambridge UK, provides worldwide leadership, coordination, cross-regional and corporate functions. TRAFFIC's local engagement is managed through programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes.

### **TEAM BACKGROUND**

TRAFFIC's Development Team, led by the Director of Development, is a small team of four focused on delivering the organisation's fundraising strategy. A key priority is to diversify TRAFFIC's income streams beyond traditional statutory donors by strengthening engagement with Trusts and Foundations and High Net Worth Individuals (HNWIs). The team works closely with prospective supporters, develops new funding opportunities, and helps shape project ideas that contribute to TRAFFIC's 2030 Strategy and wider conservation mission.

We are looking for a dedicated, highly motivated and organised Volunteer to join our Development Team starting ASAP for a minimum of 3 months. We are ideally looking for candidates available to volunteer full time, but we are open to discuss part time options.

The successful applicant will be required to be based in TRAFFIC's Cambridge (UK) office for at least 3 days a week to access our databases and work closely with the rest of the Development Team.

### **CHARACTERISTIC DUTIES**

The Development Volunteer will be responsible for support and assist with donors prospect research and related data information management.

This volunteer opportunity offers hands-on experience in donor research and data management, supporting strategic fundraising within an international conservation NGO. It is ideally suited to candidates with an interest in fundraising, research, and the non-profit sector, and provides valuable exposure to a widely used fundraising CRM system; and to the intersection of fundraising, communications and emerging technologies. Training will be provided on the different assigned duties.

### **SPECIFIC DUTIES**

# TRAFFIC<sup>®</sup>

- Maintain and update prospect information within TRAFFIC's Raiser's Edge database helping to strengthen the organisation's fundraising knowledge.
- Conduct research on prospective donors and funding opportunities, entering new information into the database and sharing key insights with the Development Team.
- Support the preparation of due diligence profiles on existing and prospective donors, developing research, analytical, and report-writing skills while contributing to responsible and effective fundraising practices.
- Explore and trial the use of AI tools to analyse TRAFFIC's work and identify compelling impacts, themes, and stories that can be shared with donors.
- Provide support in reviewing draft funding applications and donor materials where needed, offering insight into proposal development and how conservation programmes are translated into compelling cases for support.

## REQUIREMENTS / EXPECTATIONS OF THE ROLE

- An interest in conservation, international development, fundraising, or the non-profit sector.
- Strong organisational skills and attention to detail, particularly when working with information and data.
- Good written communication and research skills and Good level of written and spoken English.
- Confidence using Microsoft Office applications (particularly Excel and Word); experience with databases or CRM systems would be an advantage but is not essential.
- Interest in learning about donor research, fundraising processes, and relationship management within an international NGO environment.
- Curiosity and willingness to explore new tools and approaches, including the use of AI to support fundraising and communications activities.
- Good interpersonal skills and ability to work effectively as part of a diverse team as well as independently.
- A commitment to maintaining confidentiality and handling sensitive information responsibly.
- **The volunteer must be based in the UK**

## Applications

If you are interested in applying for this role, please send a cover letter and your CV to Jhubey Peacock Guzman at [recruitment@traffic.org](mailto:recruitment@traffic.org) by **5th July 2026**.

[May 2026]