

Job description: Partnerships and Development Manager

General

Job Title:	Partnerships and Development Manager
Location:	London (Some potential travel)
Reporting to:	Head of Partnerships and Development

Job overview

Job purpose

To contribute to the effective implementation of Conciliation Resources' fundraising strategy, leading the development and strengthening of our funding relationships with new and existing strategic donors, with involvement in securing cross-organisational restricted and unrestricted funding for our work.

Scope and accountability

The position reports to the Head of Partnerships and Development against a set of agreed performance and professional development goals. They are a member of the Fundraising Team.

The Partnerships and Development Manager leads on generating unrestricted income through the strengthening of existing funding relationships as well as the development of new funding relationships within their fundraising portfolio. They also support fundraising efforts from other sources, such as trusts and foundations, High Net Worth Individuals and corporations. They will represent Conciliation Resources directly with donors as well as supporting and creating opportunities for others in the organisation to do so.

They work closely with other staff members across Conciliation Resources to develop and implement fundraising and donor relationship management strategies, based on a detailed understanding of Conciliation Resources' organisational and programme objectives and resource requirements on the one hand, and donors' peacebuilding policies, funding priorities and opportunities on the other.

As a key member of the Fundraising team, they will lead in the development of large, multi-year and strategic funding proposals.

Specific responsibilities and tasks

a. Donor relationship development and management

- Lead the on-going development of a portfolio of donors, building and maintaining a range of senior and strategic contacts, attending meetings with these donors, and proactively ensuring they are kept abreast of all aspects of Conciliation Resources' work all of which will secure and increase funding from these donors.
- Professionally represent Conciliation Resources in external meetings, workshops and discussions, maintaining and strengthening its positive image and reputation.
- Serve as an organisation-wide resource through regularly researching, monitoring and communicating the changing priorities of new and existing donors, assessing the implications, adapting planned work and briefing colleagues in an appropriate and timely way so that new requirements can be taken into account.

- Support senior and programme staff in developing good relationships with donors and ensuring they are coordinated across the organisation and the relationships result in secured and increased funding.
- Maintain oversight of the details of grant agreements while working closely with other in Organisational Support functions to ensure Conciliation Resources adheres to them.

b. Programme Design, Writing and coordinating fundraising proposals

- Managing and facilitating cross organisational relationships, lead on the development, writing (including editing), sign-off and submission of high quality strategic or framework funding proposals to relevant government donors.
- Where necessary, support programme teams in securing sufficient funding to achieve their approved plans. This will involve providing technical guidance and advising on programme design using appropriate tools, techniques and frameworks.
- At times, have lead responsibility for developing high quality cross-organisational funding proposals drawing on input from programme colleagues.
- Research, identify and communicate potential funding opportunities across the organisation.
- Manage relevant donor pre-award approval processes, including Framework Agreements, bilateral registration, due diligence and audit processes as necessary.

c. Administration and internal communications

- Ensure the Donor database is kept up-to-date with information on all funding submissions, grant funded projects and donors.
- Ensure all relevant electronic and paper filing systems are kept up-to-date with information on all funding submissions, grant-funded projects and donors.
- Contributes to production of timely and accurate fundraising activity reports for the Executive Management Team and the Board to track and monitor progress on the portfolio of activity and performance against budget.
- Contribute to internal discussions and review processes and to the improvement of internal systems and procedures, including the M&E system, website and communications, intranet and databases.
- Potential management of more junior members of the Fundraising team, including ensuring personal and professional objectives are met as well as maintaining Human Resource files.

d. Other

- Participate in line management, annual appraisals and keeping the BreatheHR Information System up to date.
- Contribute to the on-going development of the Fundraising team during the annual planning and quarterly reforecast processes.
- Contribute to organisational learning, sharing experience and knowledge with other teams to strengthen the internal knowledge of fundraising practices and procedures.
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.
- Deputise the Head of Partnerships and Development in internal and external meetings as necessary.

5. Person specification

a. Knowledge and experience

- Degree level education, or local equivalent, or qualification by experience in a relevant subject area.

- Substantial writing/editing skills; in the form of grant-writing, preparation of strategic, donor reports, preparation of government and ministry briefings, or other relevant work (essential)
- Substantial fundraising experience, including a proven track record of successfully raising funds from new and existing donors in competitive as well as non-advertised bid processes, resulting in winning multi-year awards in excess of €1,000,000 per annum, and handling of the subsequent reporting requirements (essential)
- Good knowledge and experience of working with Government donors that support the peacebuilding sector, the US and UK trust and foundation sector, and online fundraising (essential)
- Experience of carrying out programme design as part of developing a funding proposal and developing high quality logframes (essential)
- Experience of taking the initiative and making decisions as part of a complex, varied and, at times, heavy workload (essential)
- Knowledge of conflict transformation and peacebuilding issues (desirable)
- Experience of working in an international NGO (desirable)

b. Skills/Attributes

- Excellent English verbal and writing skills (essential), with the ability to communicate and summarise complex information clearly and persuasively (essential)
- Excellent eye for detail, producing high quality written outputs (desirable)
- Strong interpersonal and relationship-building skills, with the ability to work collaboratively and to influence others (essential)
- An interest in international relations, politics and peace issues (desirable)
- Ability to speak and write in a second language such as French or Spanish (desirable)
- Strong organisational and planning skills with the ability to manage a varied workload and coordinate processes involving multiple people/teams (essential)
- Strong conceptual, analytical and problem-solving skills (essential)
- Good computer and IT skills, preferably in a Mac environment (desirable)
- Creative, flexible character and open to new ideas (desirable)

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