

Job Title: Interim Senior Partnerships Manager(Trusts, Foundations, Institutions)	Responsible to: Director of Partnerships	Responsible for: Volunteers as appropriate
Location: London	Salary: £36,000-£41,000 PA	Term: 10-12 months maternity cover
<p>Department Purpose: To accelerate growth in income and partnerships across a diversified range of income streams, thereby achieving long term, sustainable income growth for the Foundation, increasing our impact for women entrepreneurs</p>		
<p>Job Purpose: To lead fundraising programme with trusts, foundations and institutions, growing income, increasing commitments and influence for the Foundation through the programme.</p> <p>To succeed in this position, you will have a proven track record of raising funds from trusts, foundations and statutory bodies, with specific experience of working in the field of international development. You will be skilled at writing high quality applications and proposals, coordinating excellent reporting and maintaining first class donor care. You will have excellent networks and strong prospect research skills. You are proactive and ROI-focused, with the ability to work both independently and as part of an ambitious team.</p>		
<p>KEY RESPONSIBILITIES:</p> <p>Leadership, Strategy, Planning and Reporting</p> <ul style="list-style-type: none"> • Provide leadership and strategic direction for the trusts, foundations and institutional funding sources • With the Director of Partnerships develop annual plans and budgets to grow funding from these sources • Create, deliver and regularly review operational activity plans to solicit new donors and increase the value and commitment of current donors • Develop and implement trusts, foundations and institutional strategic plans to achieve income growth and increase sustainability from these important income sources • Create and deliver projects to achieve strategic priorities for the TFIs programme as agreed <p>Operational Management - develop and deliver the TFIs fundraising programme</p> <ul style="list-style-type: none"> • Lead on soliciting funding from trusts, foundations and institutions and growing their commitment and giving value. Including: <ul style="list-style-type: none"> ○ Identifying and researching current and new sources of charitable income ○ Developing and delivering comprehensive cultivation plans for all priority donors and prospects ○ Developing compelling, well-crafted and tailored applications / concepts/ proposals ○ Lead on relationship management including telephone calls, meetings and event ○ Mobilise and manage colleagues to lead on key relationships as appropriate • Coordinate and where appropriate, lead on events with trusts, foundations and institutions in UK and overseas • Work directly with the CEO, senior programme staff and the Founder; providing briefings and accompanying the them to meetings; including UK and overseas meetings, trips and fundraising events • Produce regular reports of income against plans and forecasts, and monitor day to day income tracking • Work closely with Programmes teams to identify programme funding needs; develop new proposals and donor reports and participating in donor monitoring meetings/calls and visits as appropriate • Ensure that CRM/donor database is kept up to date and donor record keeping and communications follow best practice and are compliant under fundraising and data protection legislation including new updates or new regulatory framework. • Produce tailored high quality communications to donors – including on behalf of the CEO, Directors or Founder – also contributing to speeches and briefings as required 		

- Managing the organisational infrastructure for engaging with trusts, foundations and institutions: maintaining systems for recording research, approaches and donor management
- Supporting the Fundraising and Partnerships Director in task management of some members of the Fundraising and Partnerships Team
- Represent the Foundation with donors and partners as required
- Other responsibilities will be added in line with experience and programme requirements

Management Team accountabilities

- Play an active part in the Management Team and contribute to collective responsibility in key areas including the Foundation's culture, impact and compliance
- Participate in the creation and implementation of consistent management approach and culture across the organisation in line with our values
- Identify and report on issues of compliance and risk, supporting SLT to mitigate
- Provide regular updates, share learning and report on activities across the organisation
- Recruit, train and provide inductions for new staff
- Build a positive, entrepreneurial and collaborative culture for the Partnerships team and contribute to shaping this culture across the organisation

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Person Specification:

Essential Criteria

- Demonstrable trust & foundations fundraising experience, ideally with some institutional fundraising experience and within the international development sector and with a proven track record of securing high five figure and six figure donations.
- Demonstrable experience of developing a research and prospecting and cultivation strategy
- Ability to develop and manage relationships with a wide variety of persons and institutions in a competent, professional and timely manner
- Experience developing or advising on the creation of effective fundraising materials cultivation and events
- Ability to inspire donors and pitch ideas that capture their imagination and translate into financial commitments
- Self-starter, highly motivated to source fundraising leads and drive them to completion
- Excellent written and oral communication skills
- Experience working with a donor database and fundraising systems
- Strong organisational skills with the ability to meet tight deadlines, ability to manage multiple tasks with competing priorities
- High level of attention to detail
- High levels of flexibility and initiative, ability to work both independently as well as part of a team
- Experience of task managing staff
- Excellent IT skills
- Strong networks in the international development sector with contacts with sector funders
- Willingness to undertake travel – overseas and in the UK.
- An excellent understanding of international development and in particular women's economic empowerment
- Excellent-organisational skills with the ability to meet tight deadlines
- High level of commitment to the Foundation's mission

Desirable Criteria

- Experience working with women's economic empowerment and entrepreneurship
- Experience fundraising from corporate bodies and corporate foundations
- Experience of event management
- One or more additional languages, apart from English
- Experience living and working in a low and/or middle income country

We are open to applicants for job share. Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV – no more than two pages

Please send your application to: recruitment@cherieblairfoundation.org

The Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. All applicants should have the right to work in UK

Job Applicant Privacy Notice

Data controller: The Cherie Blair Foundation for Women, PO Box 60519, London. W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks.

The Foundation will not transfer your data outside the European Economic Area.

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact enquiries@cherieblairfoundation.org stating 'SUBJECT ACCESS REQUEST' or telephone the Executive Office Manager on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.