

Job Title: Director of Partnerships	Responsible to: Chief Executive Officer	Responsible for: Head of Corporate; Senior Partnership Manager – Individuals; Senior Partnership Manager, TFIs
Location: London	Salary: £55,000 - £65,000	Term: Permanent
<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: The Director of Partnership is responsible for generating the Foundations income, accelerating growth across a diverse range of income streams by leading and implementing new strategies and plans.</p> <p>The post holder will work closely with the CEO at director level and other senior team members to develop highly committed long term partnerships and supporter relationships to enhance the Foundations income, influence and impact. Overseeing the development and delivery of fundraising programmes seeking income from corporates, individuals, trusts, foundations and institutions. This role plays an active part in building the profile of the Foundation’s programme work with donors, partners and other stakeholders.</p> <p>You will have a team-based approach promoting the sharing and coloration across departments as well as effective use of staff capacity, promotion of shared accountability, effective management, and production of high-quality work.</p>		
<p>Key Responsibilities:</p> <p>Leadership, Strategy and Planning</p> <ul style="list-style-type: none"> • Lead the development and implementation of a three year fundraising strategy and plan to enable significant increases in the Foundations income, and which includes key activities, areas of required investment, KPIs and milestones • Lead a team of professional fundraisers to deliver the Foundations fundraising strategy and contribute to delivery of the organisational strategy • Lead the development of the partnership department’s plans and budgets, ensuring engagement from staff and across department and the wider management team • Lead the Foundation in exploring the development of alternative income streams – including completing viability assessments; developing pilots and business plans to support diversification <p>Operational Management</p> <ul style="list-style-type: none"> • Oversee ongoing development, innovation and research across all incomes sources – setting priorities annually, whilst being flexible and responding to external opportunities • Work closely with senior programme staff to develop an increasing number of large number of large multi-year funding partnerships and the identification and delivery of products and services through proactively exploring different models, incl. licensing and social enterprise • Work closely with the Director of Programmes to ensure the Foundation submits timely reporting, and meets compliance requirements for donors • Work with the Director of Corporate Services to address any gaps in policies, systems or processes which impact on the Foundation’s ability to deliver a compliance funding programme • Overall oversight for the Foundations CRM system to track potential and existing donor relationships and opportunities • Develop systems and processes for smooth management of the proposal development process for governmental and other donors, such as DFID, USAID, corporates and foundations • Work closely with the Director of Corporate Services and CEO to develop a performance framework and reporting systems to monitor progress and support achievement of partnership plans and strategy 		

- Support the senior fundraising staff to develop thorough donor management journeys and establish a calendar of events that compliments the individual plans
- Provide oversight and expertise of negotiations of new contracts, working closely with the Director of Programmes to ensure they reach satisfactory outcomes
- Lead the preparation of information relating to new opportunities and partnerships including developing narrative plans and reports as needed for the CEO and board and other governance functions.
- Undertake wide ranging networking with other service providers and international development organisations and experts to build strong partnerships that may develop into fundraising opportunities
- Coordinate and write impact assessments and evaluations (both internal and external) connected to funded activities in support of funding applications and to provide timely reporting to funders and the CEO
- Act as the Foundations Data Officer, leading the Foundations response and management in relation to GDPR

Relationship Management

- Work closely with staff across the Foundation to enable a culture and approach to income generation that is ambitious, innovative and professional
- Personally lead on a handful of high value relationships – carefully representing the Foundation and cultivating stronger partnerships and increased investment
- Be a leading representative of the Foundation towards external audience, seeking to increase our income, influence and impact
- Build strong relationships with high value supporters and with internal and external senior stakeholders to support fundraising
- Work closely with the Director of External Affairs to develop the Foundation’s identity, influencing, marketing and communications strategies, including strategies that will promote the brand and programme to external audiences – ensuring integration with fundraising messages

Team management and staff development

- Provide overall leadership and management to the partnership department, including the direct line management of three staff members
- Oversee direct reports in developing winning proposals and engaging externally with networks and potential partner organisations and donors.
- Build a positive, entrepreneurial and collaborative culture for the Partnership Department. Play a key role as a senior leader to shape this culture within the wider organisation.
- Provide strategic and technical support to the senior fundraising staff. Establish structure, processes, competencies and systems to ensure the fundraising team is fully equipped to accelerate growth, a diversified and sustainable income base.
- Ensure the appropriate management of staff within the department, setting work plans, carrying out performance reviews and regular one to ones, and ensuring sufficient support for their professional development. Helping to recruit, train and induct staff as needed.
- Role model the Foundation’s values in your management style and interaction with staff

Senior Leadership Team accountabilities

- Play an active part in the Senior Leadership Team and contribute to collective responsibility for areas including the Foundation’s culture, impact and compliance
- Discuss and develop approaches to tackle key strategic issues and opportunities at SLT level
- Provide supportive and consistent line management to teams, fostering learning and development of staff
- Ensure the board of trustees are kept up to date of the Foundation’s income generation activity through regular and accurate updates
- Work to protect and enhance the reputation of the Foundation, seeking opportunities to expand and promote awareness of the Foundation’s work.
- Undertake duties and/or responsibilities in connection with the leadership and management of the Foundation as directed from time to time by the Chief Executive

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

All Directors at the Foundation:

- Have a proactive approach to the Foundation's development, creating opportunities and building partnerships
- Listen actively and influence in a highly accomplished way that persuades internal and external stakeholders
- Negotiate in a polished way both in positive and negative situations.
- Set high standards for positive personal interactions internally and across partnerships, donors and suppliers
- Support complex decision-making and risk management effectively across the Foundation
- Build networks for the Foundation and equip others to build networks themselves
- Foster new partnerships, provides access to key relationships and pursue opportunities to build networks.
- Proactively profile the organisation at high level events and promote collaborative activities where possible

Essential Criteria:

- Established fundraising leader, with at least seven years' experience managing a diverse multi source fundraising programmes - including high value donors, corporates, and trust and foundations income
- An excellent verbal and written communicator, with experience in understanding the needs of key stakeholders, drafting proposals and pitching ideas to new partners and donors
- Proven successful experience of developing and implementing fundraising strategy that has accelerated income growth and established a more diversified and sustainable income base
- Experience of successfully leading the development and implementation of a KPI framework and reporting systems for fundraising in line with the long term goals of an organisation
- Proven experience of establishing long term funding partnerships that have provided the basis for income, the promotion of a charity's services and enhancement of brand
- The ability to successfully influence people at all levels in a clear and persuasive way. Able to represent the Foundation at important donor meetings and other external forums.
- An exceptional collaborator with proven experience of working with colleagues to successfully meet the overall goals of the organisation.
- Significant experience and extensive knowledge of HNWI and/or corporate fundraising – you will have personally secured seven or eight figure contributions
- Some experience raising money from with trusts, foundations and institutions
- Your ability to lead and inspire staff, building high-performing teams. Excellent team-working and cross-team working skills
- Good time management and ability to manage multiple tasks with competing priorities
- Experience of budget development, control and presentation; budget holding responsibility (over £1m) strong analysis and report writing skills
- An ability to demonstrate personal resilience and self-motivation under difficult circumstances including high levels of personal drive
- Proven, forward-thinking, and dynamic individual to provide proactive leadership and vision in developing new, innovative programs.
- An understanding of and passionate commitment to international development and women's rights
Willingness to undertake travel – overseas and in the UK.

Desirable Criteria:

- Knowledge and experience of different business models to deliver social impact, including social enterprise, licensing and commercial options
- Experience in board-facing roles and working with boards of trustees
- Substantial and proven experience of working in the international development sector and demonstrable knowledge of the key issues
- A qualification in international development/international relations/public policy/ politics would be helpful alongside a business and or marketing qualification
- Experience living and working in a low and/or middle income country