

<b>Job Title:</b> Director of Partnerships	<b>Responsible to:</b> Chief Executive Officer	<b>Responsible for:</b> Head of Corporate; Senior Partnership Manager – Individuals; Senior Partnership Manager, TFIs
<b>Location:</b> London	<b>Salary:</b> £55,000 - £65,000	<b>Term:</b> Permanent
<p><b>Department Purpose:</b> 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><b>Job Purpose:</b> 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><b>Key Responsibilities:</b></p> <p><b>Leadership, Strategy and Planning</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Lead a team of professional fundraisers to deliver the Foundations fundraising strategy and contribute to delivery of the organisational strategy</li> <li>• Lead the development of the partnership department’s plans and budgets, ensuring engagement from staff and across department and the wider management team</li> <li>• Lead the Foundation in exploring the development of alternative income streams – including completing viability assessments; developing pilots and business plans to support diversification</li> </ul> <p><b>Operational Management</b></p> <ul style="list-style-type: none"> <li>• Oversee ongoing development, innovation and research across all incomes sources – setting priorities annually, whilst being flexible and responding to external opportunities</li> <li>• 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</li> <li>• Work closely with the Director of Programmes to ensure the Foundation submits timely reporting, and meets compliance requirements for donors</li> <li>• 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</li> <li>• Overall responsibility and oversight for the Foundation’s supporter database</li> <li>• Develop systems and processes for smooth management of the proposal development process for governmental and other donors, such as DFID, USAID, corporates and foundations</li> <li>• 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</li> </ul>		

- 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

## **Application**

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](mailto: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/ 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](mailto: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.