

<b>ROLE TITLE</b>	<b>Institutional Partnerships Manager</b>
<b>Location</b>	Central London (with international travel)
<b>Salary</b>	£35,908 - £38,500
<b>Other benefits</b>	33 days holiday (including public holidays)
<b>Reports to</b>	Head of Programmes and Partnerships (HoPP)

### **Our Vision – the world we want to see**

A global community working to build a sustainable future.

### **Our Mission – why we exist**

To create lasting change through youth

### **Our Values – how we behave**

- Find the courage
- Never give up
- Are open to discovery
- Act with Integrity
- Create Impact together

Our values are at the heart of our work. They guide how we do what we do. They are shared by our staff, supporters, volunteers, project partners and the communities with whom we work.

### **Our Programmes**

Today more people than ever before are working together to create sustainable change around the world. Raleigh International is a sustainable development charity. We connect communities wanting to improve their lives and their environment with passionate people from around the world who want to take positive action. We believe that when local communities and young people work side by side to create positive change, it empowers them. And it's the energy and motivation of empowered people that creates lasting change.

Raleigh focuses on working for and with youth to inspire and make positive and sustainable change in four priority areas: safe and sustainable water, sanitation and hygiene (WASH), natural resource management (NRM), building livelihoods and youth in civil society (YiCS). Our 2017-20 Strategy sets out the blue-print for positioning us as a leading organisation focused on engaging young people from all over the world as partners and leaders in the achievement of our strategic goals:

- 20,000 young people will be leaders and partners inspiring 100,000 actions on sustainable development (YiCS)
- 10,000 young people will have sustained, safe, dignified and fair work (Livelihoods)
- 75,000 people will have long-lasting access to and use of safe WASH facilities (WASH)
- More than 200 rural communities are more resilient through the sustainable management of resources (NRM).

We operate in partnership with communities, non-governmental organisations (NGOs) and governments in Costa Rica, Nepal, Nicaragua and Tanzania. Since our foundation as a charity in 1984, Raleigh volunteers have become a global community of more than 45,000 people committed to building a sustainable future.

**FURTHER INFORMATION ON RALEIGH INTERNATIONAL AND OUR CORE BUSINESS CAN BE FOUND ON OUR WEB-SITE AT: [raleighinternational.org](http://raleighinternational.org)**

## THE ROLE

Institutional and Foundation donors and partners are a vital element within Raleigh's fundraising plan. The Institutional Partnerships Manager will drive Raleigh's fundraising from both donor audiences. They will collaborate with the Head of Programmes and Partnerships (HoPP) and other senior colleagues to strengthen existing relationships and identify and cultivate valuable new grants and partnerships which provide income and enrich Raleigh's programming.

This is an exciting opportunity to work with colleagues and youth across Raleigh's countries of operation and in the UK to create and deepen partnerships with institutional and foundation donors here and overseas.

## ACCOUNTABILITIES

### (a) Institutional and Foundation fundraising & partnerships

- Cultivate and broker new funding partnerships which meet Institutional and Foundation income targets (£975,000 in 2019)
- Provide impetus and coordination to in-country fundraising efforts, supporting overseas colleagues to:
  - a. develop Institutional and Foundation pipelines
  - b. build donor relationships and increase Raleigh's profile in-country with multi and bi-lateral donor offices
  - c. progress in-country bids with the support of colleagues within the UK's Programmes team
- Represent Raleigh at donor meetings and other relevant fora
- Support senior colleagues to effectively engage with donors and stakeholders
- Support the Programmes team and other colleagues as required to ensure that concept notes and proposals (competitive and unsolicited, and including Logical Frameworks and Budgets) meet external requirements, resonate with donor aims, and are well positioned for success
- Provide occasional bid writing support
- Advise upon the strategic direction of Raleigh Institutional and Foundation fundraising, and support in setting future income targets
- Ensure effective systems and processes are in place to identify and record prospects and coordinate engagement, acquisition and donor development
- Work with the HoPP, Country Offices and others to:
  - a. position key strategic thematic areas with partners and donors
  - b. develop and sharpen Raleigh's ideas and plans
  - c. prepare external capability statements and other communication materials.
- Minimise reputational and financial risks and develop best practice among colleagues in finance, programme management and in-country teams by:

- a. delivering relevant grant start-up training
  - b. addressing day-to-day queries
  - c. regular monitoring of implementation and spend, and
  - d. providing guidance in the preparation of reports to ensure compliance with donor requirements.
- High quality stewardship of Raleigh's existing Institutional and Foundation donor portfolio (including DFID, JOA and Oak Foundation), ensuring donor retention and growth.

**(b) Other accountabilities**

- Adhere to and comply with the Fundraising Regulator and industry best practice and standards, and ensuring all work produced is accurate and compliant with relevant data protection, GDPR and gift aid legislation
- Take part in and/ or establish peer networks within the International Development sector to develop a nuanced understanding of sector funding trends and tactics
- Accurate storage of Institutional and Foundation data on Net Suite. Compile and maintain detailed and accurate records of donations, contact details, contact history and ensure integration into the main database
- Share best practice, ideas, learnings and successes within the team, the Fundraising Group and colleagues in country teams.

**PERSON SPECIFICATION**

**ESSENTIAL**

- Three years'+ demonstrable experience of:
  - Securing Institutional and/ or major Foundation contracts £200,000 and above
  - Working in international organisations within the International Development sector or donor agencies
  - Resource mobilisation and developing relationships, including direct experience with UK/ European donors
  - Donor engagement planning
  - Donor research to inform targeting and donor development
  - Delivering outstanding supporter experiences
  - Developing engaging fundraising reports and communications.
- Strong existing relationships with a broad base of Institutional and Foundation donors with the potential to fund Raleigh's work £200k+
- Strong proven understanding and knowledge of, the UK/ European donor landscape
- Experience of one or more of Raleigh's thematic areas (Water, Sanitation and Hygiene, Livelihoods, Natural Resource Management, Youth in Civil Society)
- Ability to set and lead vision in alignment with Raleigh's values and strategy
- Willingness to travel internationally regularly
- An entrepreneurial, pro-active self-starter
- Excellent writing, speaking and other communications skills, with thoroughness and attention to detail
- Strong financial literacy, including the ability to read and produce detailed budgets and business plans

- Strong IT skills, including Office 365 and Excel
- Ability to build and manage effective relationships internally and externally at all levels, and gains results through persuasive communication and negotiation
- Ability to sell the benefits of ideas and proposals to others
- Listens and shows understanding of others' views
- Graduate degree in a relevant field.

### **DESIRABLE**

- Understanding of current fundraising best practice and relevant data protection and GDPR
- Post-graduate or Masters' degree in a relevant field.

### **OTHER**

- A strong commitment to Raleigh International's aims and ethos
- An interest in and understanding of youth-led sustainable development
- Willingness to work occasional unsocial hours.

### **Employment Eligibility**

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

### **Safeguarding and Vulnerable Adults**

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people's rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

### **Other Information**

The holiday entitlement for full-time staff is 25 working days per year, plus 8 public holidays. Part-time staff receive a pro-rated entitlement.

Normal office hours are Monday to Friday, 9.00am - 5.00 pm though staff can vary their start and finish times between 8.00am - 4.00pm and 10.00am - 6.00pm. Occasional weekend, early morning and/ or evening working may be required.