Recruitment Pack
Institutional Partnerships Manager
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
Our vision is for young people everywhere to be able to change the world.

Our mission is to create youth-driven change that lasts.

We will achieve this by empowering young people with the skills, experience and platforms to be leaders of change.
Raleigh International is a youth-driven development organisation. We focus on working for and with young people to inspire and make positive change in four areas: promoting youth in civil society, providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods and enterprises.

Our way of working to achieve impact is by engaging young volunteers through delivery programmes: Raleigh Expedition, International Citizen Service (ICS), a UK government-funded development programme, and national youth programmes where we work solely with local youth volunteers in-country.

By working through youth, we develop young leaders and ensure young people are connected, valued partners in development. Raleigh delivers impactful youth-driven projects in four different programmatic areas that all link to and support the UN's Sustainable Development Goals.

We have world-class partners and funders such as DFID, UK Aid Direct, Novartis; have been nominated for BOND International Development awards; are sector-leading in volunteer safety having helped create the BS8848 safety overseas standard; and have evidenced our impact with organisations such as the Overseas Development Institute and New Economics Foundation.
Why work for us?

What makes Raleigh International different…
What makes us different?

Innovation
As an £8m revenue organisation with 120 employees worldwide we are in the enviable space that we are big enough to attract the best talent but also small enough to be flexible and agile with our programming.

Youth
Working alongside young people is incredibly inspiring and motivating. They are full of energy, enthusiasm and ideas for new ways of thinking and doing. The passion and positivity for creating sustainable change from young people is infectious and makes all roles with Raleigh, energising and refreshing.

Your Impact
Raleigh’s size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans, and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture
Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.

Three-Lens approach
We focus on collaborating with young people as both partners and leaders in development.

National youth programming
We know that true sustainable change will come from investing in the youth of the countries where we work.

Legacy of young active global citizens
For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities.
Our Values

All organisations have their values, but Raleigh really is an organisation that strives to recruit based on cultural fit and hire people who really embody, not just embrace, our values. Above all we are an organisation of motivated doers, so our values are action-orientated. Here are our values and some stories from employees as to how they live those values.

**Courage.**

We find the courage to step out of our comfort zone and create change

“*We find the courage to speak up for a cause and take action.*”

**Jyotir, Operations Manager, Nepal**

**Discovery.**

We are open minded to trying new things and learning from one another

“I’ve been able to experiment with new technologies to celebrate the work we do in innovative ways.”

**Chris, Senior Digital Communications Officer, UK**

**Integrity.**

We act with honesty and respect and we take responsibility for doing what we say

“We are determined to do what we say and our actions show our adherence to honesty, strong moral principles and respect.”

**Laurence, Operations Manager, Tanzania**

**Impact.**

We seek to create long-lasting impact in everything we do

“No matter the role or country, we are all united in creating sustainable change together.”

**Heleena, Senior Training Officer, UK**

**Resilience.**

We have the grit, determination and resilience to get the job done

“We do not give up and we adapt to different cultures, contexts, people and countries to do our work in the best way.”

**Hellen, National Volunteer Coordinator, Nicaragua**
About the role

Institutional, Foundation and Trusts donors and partners are vital elements within Raleigh’s fundraising plan. As the Institutional Partnerships Manager (IPM), you will drive Raleigh’s fundraising from these donor audiences, working externally to proactively position Raleigh for success with priority donors. You will collaborate with the Head of Programmes and Partnerships (HoPP) and other senior colleagues to set up early conversations with prospective donors and transform them into pipeline opportunities. You will develop and manage focused engagement plans which strengthen existing relationships and cultivate valuable new partnerships which provide income and enrich Raleigh’s programming.

This is an exciting opportunity to work with colleagues and young people across the global Raleigh family to create impact for and with young people through bold partnerships overseas and here in the UK.

How to apply
Please visit https://raleighinternational.org/about-us/work-with-us/ to apply

Closing date
23.59 on 16th January 2022

Interview date
Interviews will take place in the week commencing 24th January 2022

Contract
Full time

Location
London, UK (temporarily remote working. Eventual opportunities for overseas travel)

Salary
£36,914 - £40,905
Secure and grow partnerships with Institutional, Foundation Trust, and In-Country donors which help enable Raleigh to meet its annual fundraising targets (90%)

The Institutional Partnerships Manager is responsible for delivering against Raleigh’s fundraising targets from Institutional, Foundation and Trusts donors, and also provides colleagues in our delivery offices with the support they need to meet their income targets.

Cultivate and broker new funding partnerships

Provide high quality stewardship of Raleigh’s existing portfolio (including Medicor Foundation, Oak Foundation, NOREC)

Drive Raleigh’s presence and positioning in relevant external fora

Regularly monitor key donor funding portals and actors operating in the same funding environment, ensuring that potential funding opportunities are captured, monitored, and planned for

Lead research on donor strategies and priorities, funding streams and mechanisms, and engagement opportunities

Develop and implement a plan for greater engagement outside of Raleigh with potential funding partners

Ensure that senior and other colleagues are supported to effectively engage with donors and stakeholders
Offer analysis on specific opportunities, helping assess their strategic fit through Raleigh’s Gated (Go/ No Go) Process

Provide impetus and coordination to in-country fundraising efforts, supporting overseas colleagues to:
- develop funding pipelines
- build donor relationships and increase Raleigh’s profile in-country with multi and bi-lateral donor offices
- progress bids, ensuring they meet requirements and resonate

Provide occasional bid writing support

Advise upon the strategic direction of Raleigh Institutional, Foundation and Trust fundraising, and support in setting future income targets

Ensure effective systems and processes to identify and record prospects and coordinate engagement, acquisition, and donor development

Work with the HoPP, Country Offices and others to:
- position key strategic thematic areas with partners and donors
- develop and sharpen Raleigh’s ideas and plans
- prepare external communication materials.

Minimise risks and develop best practice among colleagues in finance, programme management and delivery teams by:
- participating in relevant grant start-up training
- addressing day-to-day queries
- providing guidance in the preparation of reports to ensure compliance with donor requirements.
Accountabilities

2. Other accountabilities (10%)

Adhere to and comply with the Fundraising Regulator and industry best practice and standards, ensuring all work produced is 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.

Accurately store Institutional, Foundation and Trusts data: 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.
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

Understanding of the UK/European donor landscape

**Person Specification**

**Essential**

- Two years’ experience of:
  - Securing Institutional and/or major Foundation contracts £200,000 and above
  - Securing gifts from Trusts (or demonstrably similar donors) of £5,000 and above
  - Working in organisations within the International Development sector or donor agencies
  - Resource mobilisation and developing relationships
  - Donor engagement planning
Essential (continued)

- Experience of securing funding partnerships in at least one of Raleigh’s key thematic areas (Youth in Civil Society, Livelihoods, WASH, Natural Resource Management) and/or environmental initiatives and campaigns

- Ability to set and lead vision in alignment with Raleigh’s values and strategy

- An entrepreneurial, proactive self-starter

- Ability to build and manage effective relationships internally and externally at all levels, and gain results through persuasive communication and negotiation

- Ability to sell the benefits of ideas and proposals to others

- Listens and shows understanding of others’ views

- 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

- Graduate degree in a relevant field.
Desirable

• Experience in successful fundraising for/ with youth CSOs and organisations supporting youth civil society

• Understanding of the funding landscape for youth-focused programming within the UK

• Understanding of current fundraising best practice and relevant data protection and GDPR

• Willingness to travel internationally

• Spanish speaker

• Post-graduate or Masters’ degree in a relevant field.
Office hours
Normal UK office hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm. Weekend, early morning and evening working may be required in the following circumstances: to attend events and meetings and on overseas field trips.

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

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

Anti-corruption policy
It is Raleigh International’s policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.
Benefits

Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

**Holiday entitlement**
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.

**Volunteering leave**
We believe in the power of volunteering. That’s why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

**Employee Assistance Programme**
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

**Wellbeing programme**
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, fruit on a Monday or cultural lunchtime excursions, Raleigh Head Office strives to offer a mix of activities.

**Season ticket loan**
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

**Cycle to Work scheme**
Raleigh offers a cycle to work scheme that enables a discount towards any bicycle you purchase for the purpose of getting to work.

**Other benefits**
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.