



**Foundations Officer**

**BRAC UK Partnerships Team**

**Candidate Pack**

**May 2024**

---

# BRAC

BRAC is an international development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential. BRAC is known for its community-led, holistic approach and delivering long-term impact at scale. BRAC works with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children. BRAC operates as a solutions ecosystem, including social development programmes, social enterprises, humanitarian response, a bank and a university. BRAC is born and proven in the south and has become a world leader in developing and implementing cost-effective, evidence-based programmes.

## BRAC office in Europe

BRAC's office in Europe is BRAC UK, which was founded in 2006 and is one of the four members of the BRAC Global Group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030.

BRAC's office in Europe provides vital support for BRAC's development work around the world through fundraising and communications, building impactful, long-term relationships with partners, whether they be foundations, companies, Governments or major donors. BRAC office in Europe also plays a key role in engaging with and influencing policymakers and practitioners to tackle extreme poverty across Europe.

To achieve its ambitious goal, BRAC is seeking partnerships with like-minded organisations and allies across Europe. It has an ambitious target to grow its funding from the European market to GBP 100 million over the next 24 months. To achieve its ambition BRAC is building a specialised team of partnerships specialist to be based across key European markets i.e. Norway, Sweden, Denmark, Germany, UK and Switzerland.

**“BRAC gives me the best of both worlds; the warmth of a small UK team, but the sense of purpose of working within a huge organisation that is trying to solve some of the world's biggest challenges.”**

**Chris Lyne,  
Director of Advocacy and Engagement, BRAC UK**

# Job Description

<b>Job Title:</b>	Foundations Officer
<b>Reports to:</b>	Foundations Lead
<b>Location:</b>	Southwark, London
<b>Salary:</b>	(G2) £38,000 - £40,000pa gross
<b>Term:</b>	12 months with possibility of extension
<b>Key relationships:</b>	Partnerships team BRAC in Europe, Communications and Advocacy team BRAC in Europe

## Main Purpose

The Foundations Officer will work as part of the Partnerships team and focus on delivering income targets from trusts, foundations and corporates. The Foundations Officer plays a pivotal role in advancing BRAC's mission by stewarding partnerships with philanthropic and corporate foundations and creating new business opportunities to deliver on BRAC's mission. This position is responsible for building and maintaining strong relationships with existing foundation partners, prospecting new funding partnerships opportunities, and developing engagement strategies to secure grants and partnerships that align with BRAC's priorities.

This position is ideal for a candidate with a solid grasp of international development and a track record of successful fundraising from trusts and foundations. We seek an individual with exceptional writing skills, characterised by flair and creativity, complemented by strong verbal presentation abilities. We are in search of a results-oriented and motivated team player to become part of our dynamic and fast-paced Partnerships team. If you are a self-starter with an entrepreneurial flair, who is eager for personal growth and are keen to act as an Ambassador for a Southern organisation, this role presents an exciting opportunity for you.

## Responsibilities

This is **not** an exhaustive list of responsibilities to be performed by the Foundations Officer:

### Responsibility #1 (40%): Partnership Stewardship

- Cultivate and nurture relationships with existing foundation partners, serving as the primary point of contact for donors and ensuring effective communication and engagement.
- Work closely with country teams and project managers to keep abreast of progress on existing grants and regularly communicate updates, impact stories, and reports to foundation partners to demonstrate the value and impact of their support.
- Identify opportunities for collaboration and partnership expansion with existing foundation partners to deepen engagement and maximize mutual benefit.

### Responsibility #2 (30%): New Business Development

- Conduct research to identify potential foundation partners whose priorities align with BRAC's programs and initiatives.
- Develop tailored outreach strategies to engage new foundation prospects, including crafting compelling proposals, presentations, and partnership pitches.
- Collaborate with internal stakeholders, including program teams and senior leadership, to develop innovative and impactful funding opportunities that align with BRAC's strategic goals and objectives.

### **Responsibility #3 (30%): Relationship Management**

- Maintain accurate records of all foundation partnerships, communications, and activities in the organisation's CRM system or database.
- Coordinate site visits, meetings, and events with foundation partners to showcase BRAC's work, engage key stakeholders, and strengthen relationships.
- Act as a brand ambassador for BRAC, representing the organisation professionally and positively in all interactions with foundation partners and external stakeholders.

## **Person Specification**

### **Essential qualifications and skills**

BRAC is looking for someone who, once given the scope of an assignment, can manage their delivery of it, without drowning in detail, nor skimming across the surface of issues. We need someone who is flexible to move from one priority to another and who can initiate and network tasks in order to solve problems.

- Bachelor's degree in a relevant field (e.g., international development, non-profit management, business administration).
- Minimum of 3 to 5 years of experience in foundation relations, grant writing, business development, or related fields.
- Demonstrated track record of successfully securing grants and partnerships from philanthropic foundations.
- Strong written and verbal communication skills, with the ability to articulate complex concepts and ideas effectively.
- Excellent interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Strategic thinking and problem-solving abilities, with a proactive and results-oriented approach to work.
- Knowledge of international development issues, philanthropic trends, and foundation landscape.
- Proficiency in Microsoft Office Suite and experience with CRM systems or databases.
- Commitment to BRAC's mission and values, with a passion for driving social change and poverty alleviation.
- Analytical Skills: Aptitude to analyse data and metrics to evaluate the performance of partnerships, identify areas for improvement, and make data-driven recommendations.
- Problem-Solving Skills: Skill in identifying challenges or obstacles in partnerships and developing creative solutions to address them effectively.
- Adaptability: Willingness to adapt to changing priorities, strategies, and circumstances in the dynamic field of partnerships and business development.
- Teamwork: Capacity to collaborate effectively with cross-cultural and functional teams, including marketing, sales, and product development, to achieve common goals.
- Ethical Conduct: Commitment to upholding ethical standards in all partnership activities, including transparency, fairness, and integrity.

## Equal Opportunity Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

## Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

## Wellbeing

BRAC UK is committed to the wellbeing of our employees. We offer a friendly, supportive environment to work in where respect and work-life balance are at the core of our values. We also have a wellbeing committee with regular planned activities which allow us to team-build, relieve stress and spend time getting to know colleagues outside the office.



## Terms

This is a permanent post subject to funding based on a 35 hour / 5 day week (plus one hour for lunch). The employee handbook guide details other terms and conditions of employment.

## Salary and pension

The salary for this post is £38,000-£40,000pa (gross), level dependent on experience. Salary increases are considered annually although the organisation is under no obligation to increase salaries year on year. New employees are required to join the NEST pension scheme to which BRAC UK will match employee contributions up to 6%.

## Holidays

Leave entitlement is at the rate of 25 days per annum in addition to the statutory holidays, with one additional day's leave entitlement for each year of service up to a maximum of 30 days.

## Location

BRAC UK employees currently work in the London office for a minimum of 2 days per week, or one day per week for PT roles, (including Mondays). Our office is a short walk from Waterloo Station.

## Next steps

**Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.**

Send your CV and a covering letter of no more than 2 pages, outlining how you meet the requirements of the role to [recruitment@bracuk.net](mailto:recruitment@bracuk.net) (include 'Foundations Officer', in the subject line).

Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected. Closing date: **3 June 2024**.

