

FOUNDATIONS EXECUTIVE

Job Title: Foundations Executive

Salary: £31,000 per annum

Reporting to: Private Foundations Lead

Team: Foundation Partnerships

Location: 1 Westfield Avenue, Stratford, London, E20 1HZ

Hours: 35 hours per week.

Job Level: Level 5

Duration: Permanent

Disclosure Level: Basic

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The Foundations Executive works in the Foundation Partnerships team; a high-performing, ambitious and supportive team of nine people that sits within the wider Partnerships and Philanthropy department. The Partnerships and Philanthropy department encompasses the Foundations, Corporate, and Philanthropy teams.

The Foundation Partnerships team's purpose is to build and nurture strategic partnerships to realise their full potential. The team has experienced exciting success and growth and has ambitions to continue to grow over the coming five years. This role will be key to enabling the team to achieve even greater results for children.

ABOUT THE ROLE

The Foundations Executive is a key role within the Foundation Partnerships team, working to maximise income for UNICEF's work for children through managing a portfolio of donors and prospects and supporting the wider team on key partnerships. This role will build and nurture relationships with UK-based trusts and foundations, with individual responsibility of a portfolio of predominantly four and five-figure donors, embedding these important ongoing donors into the UNICEF UK family and actively seeking out and identifying new potential donors.

As well as providing an exceptionally high level of personalised donor care to these trusts and foundations, you will also provide essential support to the Foundation Partnerships team through writing proposals, preparing narrative and financial reports for the team and supporting other keyworkers on partnerships as needed.

What we will expect you to achieve

- Manage a caseload of predominantly four and five-figure trusts and foundations, including the team's portfolio of small trust supporters.
- Build and nurture relationships with trustees and key contacts, providing timely information, proposals and reports to secure income for UNICEF's work.
- Provide the highest level of donor care, including through bespoke and creative stewardship for existing supporters and developing genuine face-to-face relationships.
- Secure new funding for UNICEF through building partnerships with prospective trust and foundation donors, actively taking on new prospects and taking part in peer review and leadership-related activity as appropriate.
- Support others in the Foundation Partnerships team on donor relationships, assisting with day-to-day partnership activity, where needed and appropriate.
- Support the team's Emergencies Lead to coordinate the Foundation team's response to humanitarian emergencies, as needed.
- Lead or assist as needed on the planning and execution of donor engagement events, attending where necessary and supporting the wider division's events calendar.
- Work closely with IPE and Finance to ensure that funds are transferred in a timely way to UNICEF's offices around the world.
- Create a range of communications for team use as and when required, including emergency alerts and updates, programme reports and stewardship pieces.
- Contribute to the development and implementation of Foundation Partnerships team operational plans and strategies, and actively input into team meetings.
- Take ownership for income targets within your caseload and providing accurate, detailed information to inform quarterly reforecasts and KPI activities.
- Ensure that all donor records are kept fully up to date, as needed.
- Represent UNICEF UK and the Foundation Partnerships team at peer networking meetings, and others as needed.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as Our Shared Commitment) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role.

Effective behaviours

Supporter Driven

- Prioritise donor requests and provide the highest level of customer service; understand UNICEF's work and describe it with passion.

Results Focused

- Take ownership for work and focus on key outcomes when under pressure.

Communication

- Present information in suitable formats for donors, including on the telephone and face-to-face.

Positive Relationships

- Actively support team colleagues and develop excellent relationships with other departments.

Efficiency and Effectiveness

- Manage conflicting priorities and demands within a busy, fast paced team; negotiate with colleagues to ensure deadlines are met, or difficulties flagged in advance.

Desirable Experience

- Experience of successfully raising funding from trusts, foundations and/or institutional Donors, including through face-to-face negotiations, on the phone, and in writing.
- Experience of using research mechanisms for identifying trusts and foundations, high value donors or equivalent.
- Experience of producing a range of communications, written and verbal for trusts and foundations, high value donors or equivalent.