Head of Partnership Development



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Lusiana lives in a community vulnerable to climate change in Fiji. The disaster preparedness and response planning in her village has been inclusive.

CBM UK
www.cbmuk.org.uk 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Working with a supportive, flexible employer

Thank you for your interest in joining the CBM UK team.

We are committed to promoting diversity, equity, and inclusion in all that we do. We are accredited as a Disability Confident Employer, a Living Wage Employer, a "We Show the Salary" Employer, and a supporter of the Age-Friendly Employer Pledge. These recognitions reflect our dedication to creating a fair, inclusive, and supportive workplace for everyone.

If you need any support or reasonable adjustments during the recruitment process, please don't hesitate to contact us at email us.

At CBM UK, you would be joining a very supportive and collaborative community, working with a friendly team who are incredibly passionate about their work. The wellbeing of our team is central to how we work. We encourage a healthy work-life balance, offering hybrid working up to 50% working from home. Part of what makes our organisation special is the collaborative culture we've cultivated, which relies on spending quality time together in the workplace, which enables the opportunity to build the strong relationships that are core to our team dynamic.

Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully paid training or study where appropriate.

CBM UK's main office is in central Cambridge. We have a wonderful and accessible modern office building which is located nearby to Stourbridge Common and the River Cam.

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values, welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We do not proselytise, and we work with partners of all faiths and none, according to the greatest need.

Who we are

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.

With 35 UK staff, we're part of a Global Federation working in 26 countries. This is a truly exciting time to join us as we embark on an ambitious new strategy, as we fight to end the cycle of poverty and disability.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We Champion Inclusion

We challenge discrimination and embrace diversity. We work with people of all faiths and none and we strive to build a just and equitable world in which all people are included, loved, valued and respected.

We Strive for Justice

We challenge injustice and equip others to exercise their rights. We serve with compassion those in greatest need, regardless of race, gender, age or religious belief.

We Pursue Excellence

We creatively innovate and pursue continual improvement so that we can maximise our impact and bring about tangible change in the lives of those others leave behind.

We Embrace Partnership

We can achieve more when we work with others. We learn together with our partners, communicate respectfully and honestly, and we value everyone’s unique contribution.

We Live with Integrity

We live responsibly and with honesty.





About the Role

Place of work	1 Munro House, Mercers Row, Cambridge, CB5 8HY With up to 50% working from home option
Salary	£55,630 to £60,220 depending on experience (this will be pro-rata if any part-time hours were agreed).
Hours	37.5 hours per week full time. Up to 80% part-time hours would be considered.
Reports to	Director of Fundraising, Impact & Communications
Direct Reports	Institutional Partnerships Manager; Business Development Manager

Purpose

The Head of Partnership Development will drive strategic funding opportunities with key strategic partners, including UK institutional funders, large foundations and corporate partners.

Key Responsibilities

Strategic (20%)

a. Develop CBM UK's strategic objectives and annual plans for income generation from UK institutional donors, large foundations and corporate partners as part of CBM UK's Income Generation and Engagement strategy.
b. Oversee the establishment of a Partnership Development programme at CBM UK that can identify and secure new 6-7 figure annual funding commitments through a range of high-net-worth partnerships and innovative funding sources.
c. Develop new innovative funding pathways for strategic partners to invest into CBM UK's programme work.
d. Monitor the activity of relevant opportunities in the sector, identifying changes, predicting trends and making recommendations as necessary.

Leadership & Management (80%)

1. External Relations

a. Oversee mapping and tracking of relevant institutional donors, large foundations and corporate partners (and key individuals within these organisations) and their funding opportunities.
b. Network with potential funding partners and key individuals to position CBM UK as an innovative and credible partner for delivering transformational change for the lives of people with disabilities globally.
c. Oversee and help deliver ambitious engagement strategies to strengthen existing relationships and develop new ones with a view to diversifying and growing sustainable funding opportunities.
d. Help identify consortia opportunities, building relationships with peers in UK / international organisations for potential partnership opportunities.
e. Keep up to date with any relevant changes in legislation, regulatory procedures, compliance, and best practice, such as from the Chartered Institute of Fundraising, Charity Commission and Fundraising Regulator, and communicate the changes with relevant colleagues where appropriate.

2. Proposal Development

a. Lead the development/design of new proposals and help to expand the portfolio of concepts ready for proposal development for strategic partners and innovative funding opportunities.
b. Work with CBM Programmes and Fundraising colleagues to identify products of interest to target funders and trial innovative ways to attract partnerships.
c. Lead the 'go/no go' process for determining which funding opportunities to pursue.
d. Oversee all proposal development processes, maintaining a positive and collaborative working relationship with CBM Global, CBM UK Fundraising, Programme & Finance staff, Country Offices and partners, to ensure coherent and well written bid packages.
e. Oversee allocation of CBM UK resources (human and financial) to proposal development and relationship management of partnerships.

3. Internal Relations and Management

a. Lead, inspire and support direct reports in line with CBM UK's staff management policies and procedures. Ensure team members are appropriately trained, briefed and motivated to achieve their objectives and meet targets. Recruit to posts where relevant.
b. Develop and implement clear systems, processes and procedures for the Partnership Development team to follow to ensure that prospecting, pipeline and proposal development process are unified across the team.
c. Provide reports to the Leadership Team and Programmes Committee as required on key performance indicators, funding pipeline, milestones and targets to facilitate informed decisions and improved working practice.
d. Budget planning, management and reporting of a complex multi-million pound budget, in association with the Directors of Fundraising, Impact & Communications and Finance & Operations, to ensure that donations are generated cost effectively.
e. As part of the Senior Management Team, work closely with the Leadership Team to take shared leadership responsibility for the wider CBM UK team of staff and volunteers, supporting effective collaboration and organisational cohesion, and taking on cross-functional responsibilities where appropriate.

Other

a. Foster collaboration across the organisation and with the CBM Global Federation to maximise opportunities for integrated working.
b. Contribute to a culture of enthusiasm, continual improvement and success which reflects the ambitions of CBM UK.
c. Occasional out of normal office working hours.
d. Other duties as required by the CEO and Director of Fundraising, Impact & Communications.

Person specification

All of the following **essential** and **desirable** requirements will be assessed from a combination of information provided from the application and interview process.

Experience and knowledge	**Head**
Significant experience in securing 6-7 figure funding from foundations, institutional and/or corporate partners.	Essential
Demonstrable success working with senior level volunteers and building productive networks & relationships	Essential
Team Leadership and Line management experience	Essential
Experience developing and delivering long-term strategies to secure new sources of income	Essential
Experience of developing or working with innovative funding streams, such as impact investing, social entrepreneurship or blended finance	Essential
Experience of developing and delivering plans and budgets; reporting/forecasting against them	Essential
Experience working with relationship fundraising database	Desirable
Experience working in a low-income country context and/or in a development charity	Desirable
Knowledge of disability issues	Desirable
Skills/competencies/personal qualities	
An inspiring leader. Proven ability to empower and motivate others and to build effective and diverse teams that deliver excellent work	Essential
Strategic thinker with clear analytical skills and the ability to balance long-term and short-term priorities	Essential
Able to build strong relationships, network, negotiate and influence at high levels.	Essential
Outstanding verbal and written communications. Excellent presentation skills.	Essential
Able to present CBM's work in innovative ways which inspire others to want to partner and support our work. Confident asking for (financial) support and ability to facilitate others asking for significant gifts	Essential
Intellectual curiosity to understand complex arguments within international development. Able to master a brief quickly; to analyse/prioritise research information from multiple sources.	Essential
Problem solving: able to evaluate issues & develop imaginative solutions. Robust, 'can-do' attitude that thrives on challenges.	Essential
Sympathetic with Christian values	Essential
Willingness and ability to travel independently.	Essential
Adept in use of MS Office	Desirable
Qualifications, training and education	
Professional fundraising diploma level qualification (eg CIoF)	Desirable

Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We encourage staff to further their skills and careers and, where appropriate, may support access to study and training opportunities.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 5%. With the option of salary exchange.
- Group Life Insurance for all employees, which is equivalent to 2 x your annual salary.
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service.
- Bike to work scheme.

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

Use of Curriculum Vitae

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such your CV should be accompanied by a completed application.

Shortlisting and Interviews

All applications are subject to our shortlisting process. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

How to apply

More information about CBM can be found by visiting our website. We are happy to answer any questions you may have. Please email our Recruitment Team or call us on 01223 484700.

Application forms can be downloaded from our website. Please email your completed form and Curriculum Vitae to recruitment@cbmuk.org.uk

Closing date for the receipt of applications is 9am, Thursday 26th November 2026.
With interviews potentially scheduled for week commencing 30th November 2026.

We look forward to receiving your application.

