

# HEAD OF FOUNDATION PARTNERSHIPS

<b>Salary:</b>	Circa £65,000 per annum
<b>Duration:</b>	Fixed Term – 12 months
<b>Job Level:</b>	2
<b>Hours:</b>	35 hours per week. Other flexible arrangements will be considered
<b>Disclosure Level:</b>	Basic This role involves no direct or indirect work with children
<b>Reporting to:</b>	Director of Partnerships
<b>Location:</b>	Working from home and at 1 Westfield Avenue, Stratford, London, E20 1HZ

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 Foundation Partnerships Team sits within the Partnerships & Philanthropy division. The Foundation Partnerships Team has built an impressive track record over recent years, securing significant new partnerships for both core UNICEF programmes and emergencies as well as fostering a strong, collaborative and positive team ethos.

The team has ambitious plans for the next five years and aims to increase support from foundations, particularly with strategic partners on a global scale, by both growing existing relationships and developing new ones with an expected income of c£30m in 2025.

## ABOUT THE ROLE

The Head of Foundation Partnerships leads the work of the team including managing two-line reports, as we aim to create a better world for children by securing and developing strategic, long-term partnerships with UK Foundations, that deliver high quality funds and valuable business resources.

### What we expect you to achieve

- Responsibility for leading on building multi-million-pound growth opportunities across our existing partner portfolio and through new business. You will lead the team on securing high-value and long-term income through new national and international partnerships with UK Headquartered Foundations, focussing on areas of highest return.
- Strategically support, and in some cases lead, the Foundations team's role within cross-organisation projects (such as Soccer Aid) securing relevant funding requirements.
- Ownership and responsibility of the Foundations team budget including accurately budgeting, forecasting and identifying risks and opportunities within the Foundations portfolio in order to deliver the team's agreed annual income targets.

- Contribute to the overall Partnerships directorate embedding cross-divisional ways of working to maximise all opportunities and further the overall objectives of UNICEF UK.
- Develop excellent relationships with colleagues across the organisation in the UK and internationally in order to deliver and on-board successful Foundation opportunities.
- Represent UNICEF to external audiences including partner and prospect senior stakeholders as well as speaking at relevant events and conferences.
- 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. All criteria in this section are essential.

### Effective behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.
- Uses in-depth knowledge of supporters, the market and the charity sector to predict future trends that impact upon supporters and their support.

Results focused

- Motivates self and others to achieve ambitious results and achieve a high output, innovating to improve effectiveness and impact.
- Prioritises and sustains focus on work that will have the greatest impact.

Collaboration

- Consults others and shares expertise, know-how and ideas with colleagues for best results.
- Values diversity, respecting and drawing on colleagues different perspectives, skills and knowledge.

Good management

- Provides strategic direction, sets clear objectives, clarify expectations and agree the parameters for each person's authority and accountability.
- Delegates work appropriately, encouraging and empowering people to act on their initiative and make decisions within agreed parameters.

Negotiating and influencing

- Uses a range of strategies and approaches to secure commitment, tailoring information according to content and format. Presents complex and difficult messages clearly and with impact.
- Maintains a win-win approach by balancing achievement of both UNICEF UK's and external partners' objectives.

Resilience

- Remain positive and quickly recover from set-backs, keeping problems in perspective.
- Takes a solutions focused approach to problem solving in difficult circumstances.
- Anticipates risk and puts plans in place to mitigate impact.

### Relevant experience

- Experience of team leadership and line management.
- A proven track record of securing and developing 6/7 figure Foundation partnerships.
- Experience of strategic planning, developing and monitoring annual plans, income and expenditure budgets

### Specific knowledge and skills

- Knowledge of the external fundraising environment, Foundation trends/challenges and an understanding of regulations that affect Foundation partnerships.