



Position Title: **Partnerships & Grants Manager**

Location: **London (hybrid)**

Contract type: **Full time (5-day week)**

Reporting to: **Policy Director/Operations Director**

Salary range: £35,000-£40,000 (depending on experience and skills)

Inter Mediate

Inter Mediate is a unique and discreet London-based peacemaking organisation established in 2011 to support behind-the-scenes peace negotiations in some of the world's most challenging conflicts. We are seeking an experienced **Partnerships and Grants Manager** to support our engagement with partners (government, foundations, private philanthropists and peer organisations), our internal quality assurance processes and our ability to monitor trends in the field of peace and mediation.

Position Summary

The role will:

- maintain day-to-day relations with our portfolio of funders and partners,
- draft, coordinate and finalise donor reports and proposals,
- help us identify and develop new funding opportunities,
- ensure we can demonstrate value for money through performance monitoring and results capture,
- help us work with governments and other organisations in our field on peace policies and peace financing; and
- support the CEO with briefing materials, meeting follow up and other tasks.

A successful candidate will have first class writing, reporting and relationship-building skills, a good political sense and ability to maintain absolute discretion, and will thrive within a small, fast-paced high-calibre international team where everyone pitches in.

They will be able to demonstrate at three-five years of experience managing government and private funding portfolios for organisations in the peace and conflict resolution field and will be comfortable working internationally on political and peacemaking issues. They will have a strong track record of sustaining relationships with senior external partners. They be able to draft high-quality briefs, proposals and narrative reports with pace and accuracy, tailored to the different priorities of each donor. And they will be able to lead internal monitoring and results capture processes with Inter Mediate's projects and operations team.

This role will be supervised by the Deputy CEO and work closely with IM's Operations Director and Project Directors.

Key responsibilities

- Manage and develop our day-to-day engagement with funding partners, including through travel, and ensure we understand and meet our accountabilities.
- Ensure senior management stay up to date with donor priorities and new developments in the funding landscape, including preparing the CEO for senior-level meetings.
- Produce articulate, well-written and timely project reports and updates.
- Scope for new funding opportunities, including from the private sector and foundations.

- Produce compelling and tailored new pitches and proposals.
- Manage our internal quality and strategy-check processes, and our results capture.
- Represent Inter Mediate in wider peer discussions on peace financing and results.
- Help keep our Trustees informed of Inter Mediate's results and funding strategy.
- Help develop our wider partnerships on peace strategy and peace legacy, including with academic institutions.
- Undertake other writing, scoping and research work to support IM's mission.

Experience/skills

- Three-five years of experience developing and managing relations with governments, foundations and philanthropists for the non-profit sector.
- Ability to produce quality written work at pace, including briefing notes, technical proposals, donor reports and pitches to private donors.
- Initiative to research, identify and develop new funding opportunities.
- Excellent verbal communication, problem-solving and inter-personal skills.
- A self-starter ready comfortable working outside rigid bureaucracies to deliver results.
- Excellent organisational and multi-tasking skills.
- Flexibility and adaptability to support a small, skilled team with whatever may arise, working towards a common objective.
- Interest in IM's work, and previous experience in the fields of development, conflict resolution and politics
- Readiness to undertake travel to IM's project sites.

Working at Inter Mediate

A normal working week consists of 35 hours. Our office operates between 8am and 6.30pm with core hours from 9.00am to 5.00pm. Inter Mediate operates a hybrid working model, with at least 2 set days per week in the office in London.

Benefits include: 25 days holiday, pension contribution and private health insurance (following successful completion of the 6-month probationary period).



To Apply By 30th May 2023 :

Send a one page **cover letter** explaining why you would be a good candidate for this position, **cv** and a **writing sample** (no longer than two pages) to recruitment@inter-mediate.org

IM is unable to currently sponsor working visas. All applicants must have the right of employment within the UK. Inter Mediate welcomes applicants from diverse backgrounds.

Only full applications will be considered. Only short-listed candidates will be contacted.