

Partnership Development Manager Job Description

Job Title: Partnership Development Manager

Department: Income Generation & Partnership Development

Reports to: Director of Income Generation and Partnership Development

Direct reports: One Coordinator

Contract: Permanent

Hours: Full time, (part time and flexible arrangements considered)

Salary: £30,588 -£39,327 per annum (pro-rata if part time and dependent on experience)

Location: Hybrid/Oxford office as required

Role purpose:

To drive the growth of income from businesses, local authorities and public sector funders by identifying, developing and securing strategic partnerships. The role will build high-value relationships, generate new funding opportunities, and lead the development of compelling proposals, working closely with colleagues across Earthwatch to convert opportunities into long-term partnerships and sustainable income. This role will focus on building connections and opening doors, working closely with the Director to convert opportunities into funding to meet organisational targets.

Key deliverables:

Partnership Management and Development

- Lead on building and maintaining positive relationships with existing contacts in businesses, local authorities, and other partners in line with organisational priorities.
- Carry out excellent stewardship and management of partnerships, overseeing delivery plans, strategic activities and routine partnership activities.
- Lead all aspects of the partnership development process, including prospect research, proposal development and pitching, ensuring a seamless pathway from opportunity identification to funding secured.
- Cultivate relationships with other charitable organisations to expand Earthwatch's network of partners and collaborate on joint environmental initiatives.

Proposal Writing and Project Development

- Lead the preparation of compelling funding proposals, tailored to meet the specific interests and priorities of potential partners.
- Ensure proposals are timely, impactful, and demonstrate clear outcomes.
- Work closely with the Finance team to develop accurate project budgets, ensuring all proposals are cost-effective and financially viable.
- Manage a portfolio of prospects and funding opportunities, contributing to agreed annual income targets.

Sector Awareness and Marketing

- Monitor plans and strategies from businesses, local authorities and government bodies with a view to spotting opportunities for partnership working.

- Collaborate with the Communications teams to create high-quality marketing materials that support partner engagement and public relations.
- Represent Earthwatch at partner and networking events.

Monitoring and Reporting

- Oversee the end-to-end grant management process, including timely submission of progress reports and financial narratives to ensure full compliance with donor requirements.
- Maintain a comprehensive reporting process via the CRM, providing accurate income generation updates, dashboards, and pipeline forecasts.
- Monitor environmental and sustainability issues in the media including emerging policies, trends and the performance of organisations with whom we have relationships.

Collaboration and Team Support:

- Work closely with colleagues across the organisation, particularly the Income Generation, Programmes, Communications, and Finance teams, to ensure that funding proposals and reports are aligned with Earthwatch's programs and objectives.

In undertaking these roles, the postholder should also have regard to:

- Acting as an ambassador for the work, vision and values of Earthwatch Europe.
- Ensuring continuous development of skills and knowledge required for the post, undergoing training and performance review as required.
- Working within all the policies and procedures of Earthwatch Europe, ensuring compliance with health & safety policies and all legal and contractual obligations associated with the post.
- Collaborating with other Earthwatch teams to ensure effective delivery of partnership programmes.
- Carrying out any other reasonable duties commensurate with the level of responsibility of the post, as requested by the postholder's line manager.

Person Specification

Essential	Desirable
Knowledge & Experience	
Proven experience of fundraising, with a strong understanding of the full process from research and proposal development to reporting and stewardship.	Experience in securing six-figure funding partnerships from corporate or public sector funders.
Demonstrable success in securing five-figure funding partnerships from corporate or public sector funders.	
Proven experience of working successfully with businesses, local authorities and government bodies.	
Experience of using fundraising databases.	
Skills & aptitudes	
Exceptional verbal and written communication skills, including the ability to create compelling proposals, presentations, and reports.	Well connected with businesses, government bodies and/or local authorities.
Ability to analyse complex programmatic information and distil it into compelling donor-facing content.	Good public speaking skills.
Proven ability to influence and build relationships with senior stakeholders including corporate leaders, local authority officers and public sector decision-makers.	
Outstanding networking and influencing skills	
Excellent numeracy skills and proven ability to develop budgets and understand funder finance reports.	
Personal characteristics	
Demonstrable passion for environmental issues and sustainability, with an understanding of the environmental sector.	Experience of working in the environmental sector
Commitment to Earthwatch Europe's mission and values.	
Highly organised, self-motivated, and able to work both independently and as part of a collaborative team.	
Creative and driven to succeed, willing and able to take on new challenges.	