

Partnerships Engagement Officer

Salary	£37,590 - £39,402 per annum
Location	London, UK
Team	Resource Mobilisation
Line Manager	Partnerships Manager
Line Reports	None
Hours	35 hours per week
Contract	Permanent
Grade	3B
Safeguarding	Basic

WHAT IS START NETWORK?

Our purpose is to be a catalyst for system-level change that improves the efficiency, effectiveness and ethics of humanitarian action. We do this by working as a network to develop, test & spread new ways of collaborating and resourcing locally-led crisis response and anticipation.

Our current membership is made up of nearly 100 local, national and international NGOs based all around the world. We also support 10 national and regional hubs made up of civil society organisations and NGOs as our vehicle for devolving power, resources and accountability.

OUR SOLUTIONS

DECENTRALISING & LOCALLY-LED ACTION: Shifting power and resources and decentralising decision-making to locally led networks and organisations.

EARLY & RAPID FINANCING: Building a global financing system that reduces risk, anticipates, and acts ahead of predictable crises.

COMMUNITY-LED INNOVATION: Incentivising innovative, locally led, and contextual solutions and learning from them together with people affected by crises.

For more information about Start Network and what we do, please visit our [website](#).

OUR VALUES

WE PUT PEOPLE FIRST: Communities come first in our decision-making and programming. **WE ARE**

BRAVE: We have great ambition and are willing to explore new things and take risks to achieve it

WE OPERATE COLLECTIVELY: We leverage the value of working as a network, sharing risk and resources, and learning together.

WE ARE INCLUSIVE: We see the value in diverse perspectives and work to remove the barriers that prevent voices from being heard.

WE ARE OPEN: We work transparently and with integrity, building mutual trust in all levels of our work, from governance to programming.

WE ARE ETHICAL: We behave and operate based on key principles of anti-racism, nondiscrimination, and anti-colonialism. This is a work in progress.

JOB PURPOSE

The Partnerships Engagement Officer will support donor engagement and income growth across Start Network, with a focus on trusts and foundations and corporate funders. The role will help build and sustain strong donor relationships through high quality stewardship, tailored communications and well coordinated engagement aligned to donor priorities.

The postholder will manage a small portfolio of donors making six figure contributions and support the development of proposals, reports and engagement materials for larger and more complex donors. This includes coordinating inputs across teams, ensuring strong narrative and financial alignment, and delivering timely and high quality donor reporting.

Working closely with colleagues across the organisation, the Partnerships Engagement Officer will support the Partnerships Manager and Funding Advisors to research and cultivate new donors, undertake prospect mapping and support outreach, pitches and applications to relevant funding opportunities.

The role will lead on the coordination and organisation of Start Network's annual donor visit, attended by a selection of existing donors, ensuring a high quality and well-structured engagement experience. This sits within a broader focus on relationship management and stewardship, with other visits or targeted events delivered where they add clear value.

Strong internal and external relationships are central to the role. The postholder will need excellent communication, organisational and project management skills, with the ability to convey complex work clearly to philanthropic audiences.

The Partnerships Engagement Officer will sit within a team of four focused on strengthening the philanthropic portfolio, working alongside two Partnerships Advisors. The role will report to the Partnerships Manager and will support, and where appropriate directly deliver, donor engagement across the portfolio in collaboration with colleagues across the organisation.

KEY ACCOUNTABILITIES

Event Management

Provide a unique donor engagement experience for our existing funders, leading on the planning and coordination of our annual donor visit.

Donor Visit

- Project manage the preparation and coordination of a yearly donor visit, acting as the focal point for ~20 donors and staff attending.
- Coordinate closely with country teams and members to develop itinerary and agenda, communicating arrangements timely and professionally.

- Lead on all logistical arrangements including accommodation, transport etc.
- Work closely with the Director, Head of team, Finance, and hosting Member to manage budget and invoices.
- Coordinate arrangements on the trip.

Other

- Support the preparation of other external donor events such as Insurance Advisory Group and Climate Week (New York and London).

Prospecting and Donor Engagement

Support the growth of new partnerships and income by:

- Undertaking strategic research and prospect mapping to identify new donors with high giving potential, including trusts, foundations and corporates, and particularly those in new or emerging sectors.
- Developing tailored short and long term engagement approaches for prospective donors, supporting outreach, cultivation and applications to relevant RFPs.
- Supporting the development of high value concept notes and proposals for new donors, leading on drafting and coordinating inputs from across the organisation.
- Preparing compelling presentations and briefing materials to support engagement with new donor leads and pitches.
- Supporting the Partnerships Manager on the development and positioning of Start Network's climate funding work, contributing to engagement with new and emerging climate focused donors.
- Leading pitches to some six figure donors.

Donor Management and Support for Existing Partnerships

Support the Resource Mobilisation team to steward and grow income from existing trusts, foundations and corporates by:

- Managing a small portfolio of donors making six figure contributions, supporting effective stewardship through tailored reports, updates, presentations and donor engagement activities.
- Supporting the Partnerships Manager and Partnerships Funding Advisors to develop high quality narrative and financial reports, interim updates and funding proposals for current donors, coordinating inputs across teams and managing timelines.
- Contributing to donor meetings, visits and presentations, working closely with programme colleagues to ensure clear and compelling messaging.
- Supporting wider team priorities and contributing to larger pieces of work linked to the team's fundraising strategy.

Donor Communications

- Lead coordination with Communications colleagues to ensure donor visibility expectations are met, including coordinating monthly meeting, and inputting into campaigns, blogs, and newsletter content.

- Work closely with the Communications team and contribute to core deliverables including case studies and programme impact reports.
- Work collaboratively to develop innovative communication strategies that enhance donor engagement and expand prospect outreach.
- Coordinate with Advocacy colleagues around sector-wide events and publications, supporting their organisation and development.

START NETWORK CULTURE

- To carry out the responsibilities of the role in line with the Start Network Code of Conduct and with a commitment to safeguarding adults and children
- A commitment to the Start Network vision, principles, values, and approach
- The Start Network team is an agile group of individuals who use their experience and skills across the network, so flexibility to work in and with different teams and functions is a part of our culture.

PERSON PROFILE

ESSENTIAL SKILLS AND EXPERIENCE

- Experience of working in a humanitarian/development organisation, with some understanding of the international funding landscape.
- Experience of working with trusts and foundations or corporates.
- Experience in building long term partnerships with donors.
- Excellent communications skills, with the ability to tailor communication to different audiences and convey complex ideas simply and concisely.
- Experience designing basic presentations and communication material
- Comfortable in delivering presentations to a medium size audience.
- An aptitude for writing compelling narrative to ensure presentations and proposals stand out.
- Ability to organise own work, and to manage time and resources effectively
- Strong organisational and project management skills, ideally with experience of coordinating events and administrative processes
- Ability to lead independent projects and coordinate the wider team including SMT to deliver key outputs.
- Ability to work in a fast-paced environment and to prioritise tasks in response to multiple requests.

DESIRABLE

- Spanish or French language skills
- Previous experience working for an NGO
- Demonstrated interest in or understanding of the humanitarian system
- Understanding of the grant funding cycle or best practice project management
- Experience using Asana

KEY COMPETENCIES

Communication	Flex communication style to convey complex information concisely to different audiences, avoiding jargon and using simple language
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Strategic Thinking	Deliver results with awareness of impact on others internally and externally by considering the positions and perspectives of relevant stakeholders
Collaboration	Build networks internally and externally by showing curiosity and learning from others
Leadership of self and others	Willing to share own expertise with others in the organisation and network, both formally and informally
Ability to adapt and learn	Recognise when others have good ideas and unafraid to implement ideas that have come from elsewhere by crediting colleagues and seeking advice
Getting things done the Start Network way	Deliver results in pursuit of our mission by holding yourself to account for your work, taking decisions relevant to your role and supporting colleagues whilst having fun

OUR OFFER TO YOU

- Centrally located London office space if based in the UK
- Hybrid working with options to work from home and remotely
- Flexible working arrangements
- Contributory pension
- Life Assurance
- Family friendly policies
- Learning and development opportunities for individuals and cross-organisationally
- 25 days' holiday plus 2 company days over the Christmas/End of Year period

INFORMATION FOR CANDIDATES

Our roles are open to discussion about flexible working. For part-time working and job-shares, please get in touch with us for a conversation about possibilities.

Start Network is committed to protecting people, particularly children, at-risk adults and affected populations from any harm. We are also committed to safeguarding staff from any forms of bullying, harassment, sexual harassment, discrimination, and abuse of power as outlined in the Dignity at Work policy. Start Network embraces diversity, promotes equality of opportunity and eliminates unlawful discrimination. We are an equal opportunities employer and treat every application on merit alone. We particularly encourage applications from disabled, BAME, LGBTQ+ and non-binary candidates. We offer a guaranteed interview scheme for disabled applicants who meet our essential selection criteria set out in the Person Profile.

APPLICATION

Applications may be reviewed on an ongoing basis, so please apply early where possible

Any offer of employment will be conditional subject to relevant checks. Please refer to our privacy statement and candidate privacy notice regarding treatment of your data. Start Network also participates in the Inter Agency Misconduct Disclosure Scheme. The core of the scheme is that participating organisations share information about safeguarding-related misconduct (i.e., sexual exploitation, sexual

abuse, or sexual harassment) that a candidate has been found to have committed during employment, or incidents under investigation when the candidate left employment. For more information regarding this scheme, please visit their website:

<https://misconduct-disclosure-scheme.org/>