

Job Description

Programme Funding Manager

Location:	Remote, with some days to be worked from our Brighton office
Salary:	£37,000 to £40,000 per annum, depending on experience
Other benefits:	Generous leave (30 days plus bank holidays) and 6% pension contribution
Start:	ASAP
Contract:	Full-time, permanent (37.5 hours per week)
Responsible to:	Director of Fundraising & Communications

Purpose

1.2 billion people are still living in poverty, inequality is rising, and the world is failing to decarbonise quickly enough to avoid climate disaster. The world's poorest people contributed little to climate change, yet they are most impacted, and least able to adapt. This is not fair. And it is not sustainable.

At Renewable World we envision a sustainable and fairer world where clean energy is accessible to all - because with clean energy, both people and planet can thrive. By 2030, we aim to enable over 500,000 people living in poverty to transform their lives by improving their access to clean energy, empowering them to develop sustainable and resilient livelihoods, and mitigating the impact of climate change.

As **Programme Funding Manager (PFM)**, you will lead our Trust, Foundation, and Institutional partnerships, working in close collaboration with colleagues in our UK, Nepal, and Kenya offices. In this role, you will drive growth in our income by building a robust funding pipeline, cultivating new business, developing proposals, winning major new opportunities, and providing excellent reporting and stewardship for our existing supporters. The PFM is responsible for an income portfolio of circa £1.2m in 2024/25 and for the future growth of the portfolio.

Working Relationships

You will collaborate closely with, and be supported by, the Director of Fundraising & Communications (DFC) and other managers to ensure the smooth operation of the Fundraising & Communications Team (FCT) and the delivery of business plans that support our new fundraising strategy. The Communications Manager will deliver engaging communications initiatives with you to build our profile and assist you in developing new and exciting relationships.

Beyond FCT, you will work particularly closely with Programmes team colleagues in the UK and in Nepal and Kenya to identify new programme partners and opportunities, develop new business propositions, and steward existing relationships.

Responsibilities

Strategy and business planning

- Contribute programme funding and partnerships expertise to organisation-wide strategy development processes.
- Collaborate with the FCT and others to support the development and implementation of fundraising strategy and annual fundraising business plans.
- Manage, monitor, and regularly review the programme funding workplan which delivers on the business plan.

Opportunity identification and pipeline management

- Develop RW's Trusts, Foundation and Institutional pipelines including:
 - Monitoring the funder environment for relevant opportunities
 - Undertaking competitor analysis
 - Engaging with networks, subscription services and free sources
 - Reviewing newly registered and existing funders with potential to grow.
- Collaborate with and support UK and international colleagues to help identify and progress the pipeline for overseas sub-contracting partnership opportunities.
- Ensure accurate record keeping for prospects and opportunities in our management information systems.
- Generate reports and share data internally on our prospect pipelines.
- Maintain a high level of knowledge of the organisation's country strategies and project portfolios.

New business development

- Support project design aligned to organisational funding priorities, convening expertise from relevant colleagues across the organisation
- Collaborate with Programmes team to develop concepts, proposals and accompanying documentation, leading on donor intel, Go/ No Go, opportunity briefing, external presentation, and submission for opportunities in the pipeline.
- Initiate and lead contact and conversations with new prospects.
- Collaborate with the Communications Manager and others to increase awareness of RW's brand and capabilities, driving growth in our funding partnerships.
- Collaborate with UK and international teams to progress sub-contracting partnership opportunities.

Stewardship

- Manage grant contracting, including supporting due diligence requirements.
- Service contractual requirements for grant reporting and other donor benefits, including:
 - Finalisation (compiling, editing, proofing cross-checking) and submission of restricted funder reporting
 - Production of unrestricted funder reports and the bi-annual Trusts & Foundations report
 - Ensuring compelling images, captions, and case studies telling the story of our funders' impact are included in reports.
- Provide high quality stewardship for all partners in the portfolio, facilitating engagement in wider organisational activities and events, as applicable.
- Collaborate with the Communications Manager to deliver donor communications as applicable.
- Manage incoming donations, including thanking and banking and updating Salesforce and other reporting systems.

Cross-cutting

- Improve systems and processes for donor research, pipeline management, and both unrestricted and restricted grants management. This includes a focus on the optimisation of RW's use of Salesforce.
- Contribute to organisation-wide development and improvement projects as required.

Person Specification

Knowledge, experience, skills, and competencies

Essential

- Three years' relevant programme funding experience in an international NGO or relevant charitable organisation.
- A record of securing significant annual and multi-year funding from trusts and foundations.
- A record of producing winning funding proposals that communicate complex ideas in an accessible way.
- Research, project, and budget planning skills.
- Experience of developing new donor relationships, from prospect research through to grant contracting.
- Excellent verbal and written communication skills.
- Strong organisational skills, with experience of managing multiple projects and delivering to deadline.
- Knowledge of and commitment to international development and the role of international NGOs.
- Excellent IT skills across Microsoft Office, including Word, Excel and PowerPoint and teleconferencing platforms.
- Fluency in English.

Desirable

- Demonstrable knowledge of and passion for RW's vision and mission.
- Experience of working with and/ or leading the development of project design tools, such as theories of change and logical frameworks.
- Comfort working with CRMs (especially Salesforce) and other MIS.
- Competence in complex budget review.
- Experience of developing partnerships to support interventions in RW's countries of operation.
- Willingness to undertake occasional international travel to Kenya and/or Nepal.

Attitude and approach

Values:

In addition to the essential criteria listed above, candidates must demonstrate a willingness to work towards our 'ENERGY' values, namely:

- Excellence – striving to be the best in everything we do.

- Networked – increasing our impact by collaborating with others.
- Empathy – showing respect and responsibility for the people we work with inside and outside our organisation.
- Resourceful – being effective in our work, making the most of new opportunities and delivering value in everything we do.
- Gravitas – using evidence to influence and grow our support.
- Yes We Can – feeling inspired by and proud of our work.