

Role Profile

Overview	
Role	Strategic Partnerships Manager
Main Purpose	<p>Build a robust pipeline of appropriate opportunities from trusts, foundations and institutional donors.</p> <p>Form and maintain strong relationships with key donors and partners, with excellent donor stewardship.</p> <p>Develop quality proposals/bids through effective bid management, working closely with Hope for Justice programmes, MEL and finance teams.</p> <p>Manage grants/awards to ensure that Hope for Justice is complying with donor contractual obligations, including collating and submitting technical and financial reports.</p>
Department	Development
Location	Manchester, UK or North-west (flexible/hybrid working)
Reporting To	Head of Institutional Fundraising
Main Duties	
<p>Business development & Partnership building</p> <ol style="list-style-type: none"> 1. Identify funding opportunities by keeping abreast of the funding landscape, as well as trends within the international development (and specifically Modern Slavery/Human Trafficking) sector, assessing new market opportunities, and forming partnerships. Work closely with country offices to identify and respond to funding opportunities. 2. Build a robust pipeline of opportunities for Hope for Justice programmes. 3. Build highly productive relationships with donors and negotiate effectively, when required. 4. Develop and deliver tailored, high-quality bids, working closely with all relevant HFJ departments to design comprehensive and evidence-based projects for funding. 5. Manage the bid development cycle - follow internal processes for bids, work with the teams to ensure high quality bid design, write and edit technical content for bids, and respond to donor requirements. 6. Report on specific projects from the team's annual plan. <p>Donor management</p> <ol style="list-style-type: none"> 1. Represent Hope for Justice at external meetings with donors and consortium partners. 2. Manage relationships with donors - input into engagement/donor stewardship strategies, communicate with donors regularly, and share key information about projects in between reporting periods. 3. Ensure reporting requirements for all donors are met and quality reports are completed to deadlines. 4. Lead on donor grant agreement/contract negotiations and compliance. 	

5. Ensure all relevant team members are fully briefed on the terms and conditions of donor grant agreements/contracts, including key deadlines (completion of award management documents as required).
6. Manage due diligence processes, facilitate donor audits and support the programmes team on external evaluations for donor funded projects.

General

1. Travel is expected as part of the role, including willingness to travel to Hope for Justice Programmes.
2. Work closely with team members to support on bids and other team work.
3. Any other related duties as delegated by the Head of Institutional Fundraising.
4. Support volunteers that are assigned to the team.
5. Ensure harmonious working relationships with all Hope for Justice Departments and staff.
6. Work at all times in line with HFJ policies and procedures and the wider strategy, culture and ethos of Hope for Justice.
7. Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise.

Key Result Areas

- Build a robust pipeline of opportunities from trusts, foundations and institutional donors.
- Raise income from trusts, foundations and/or institutional donors to achieve long term (multi-year), sustainable income for HFJ programmes globally.
- Strengthen existing and develop new reputable relationships with donors, strategic partners (including NGO/INGO/academic partners).
- Ensure awards are managed properly and reporting requirements for all donors are met.

Soft Skills

- Professional
- Ability to formulate and communicate complex topics in a coherent manner
- Critical thinking / problem solving
- Organised and demonstrates a high level of attention to detail
- Networking and relationship building
- Ability to liaise confidently and diplomatically with donors and colleagues (UK and overseas)
- Flexible and pro-active approach
- Ability to work independently, manage multiple activities and work to agreed deadlines
- Ability to work collaboratively with others

Technical Skills

- Strong track record securing 6-7 figure grants from trusts, foundations and/or institutional donors through building compelling bids, and face to face negotiations
- Excellent understanding and experience of project/programme design (including Logical Framework and Theory of Change)
- Excellent writing skills to formulate complex proposals
- Highly numerate with the ability to develop and monitor project budgets; analyse, interpret and communicate grant data and financial information
- Excellent proficiency with Microsoft Office suite
- Strong presentation and communication skills

Experience & Education

- 5 years+ proven experience of raising funds from restricted donors within an organisation
- Degree or equivalent qualifications or work experience in a relevant field