



Recruitment Pack

Philanthropy and Partnerships Manager

August 2024

Welcome!

Thank you very much for your interest in the role of Philanthropy and Partnerships Manager at Rosa.

This is a full time or part time (60% min), permanent position, offered at £40,000 a year, pro rata for part time roles.

We hope that this pack will give you plenty of information before you apply. Our website www.rosauk.org will also give you lots of background on our organisation and our work.

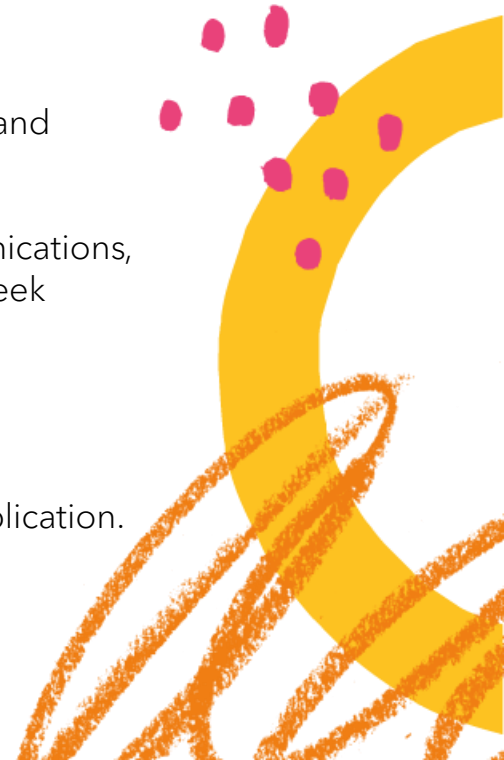
We want anyone who believes they meet the Person Specification to feel comfortable and confident in applying for this role. It is our responsibility to make the application process accessible, and to give you the information you need to decide whether you are going to apply.

If you require the pack or any further information in a different format, or have any questions before you apply, please get in touch through recruitment@rosauk.org and you'll hear back from us.

If you'd like a phone call with our Head of Philanthropy, Partnerships and Communications, about whether this role might be right for you, let us know by email at least one week before the application deadline, and we'll arrange a time.

The deadline for submitting applications for this role is 13th September 2024.

We hope to hear from you, and if you do decide to apply, good luck with your application.



About us

Rosa was founded in 2008 by a group of women with a passion and commitment to the UK women and girls' sector, led by Marilyn List of the List Family Foundation. Rosa remains the only UK funder dedicated to supporting and investing in organisations led by and for women and girls across the country.

Our vision is of a society in which women and girls are safe, healthy and equal. We believe the women and girls sector is crucial to delivering this goal. Organisations working with women and girls deliver life changing and lifesaving services, advocacy and campaigning across a huge spectrum of issues that women in the UK face today. However, the sector is under threat because it is woefully underfunded.

Despite the crucial work these organisations deliver, the women and girls sector receives just 1.8% of charitable funding. Rosa exists to address this issue. We raise and distribute money, through grants, to women-led organisations, so they can deliver their important work on the ground. We are the only funder that provides grants for women-led campaigns.



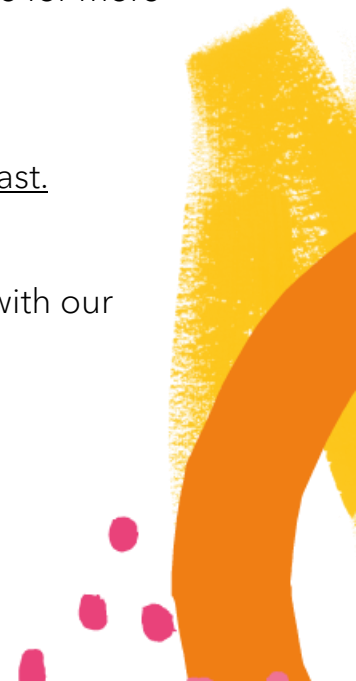
About Us (continued)

We have a history of working with a range of high-profile crowd-funding campaigns, including #TimesUp (the UK arm of the #MeToo movement) and Reclaim These Streets, the campaigning group set up in the wake of the appalling kidnap and murder of Sarah Everard.

As well as providing grant funding, we provide training and networking opportunities to strengthen the work of women-led organisations, including our annual conference. We also conduct sector-leading research and advocacy, to evidence the need for investment and to make the case for more funders to invest in women and girls.






You can hear our CEO, Rebecca Gill, talk about our work on a recent [Standard Issue Podcast](#).

Please read about 'Who We Support' on the [Rosa website](#) to check you are comfortable with our positioning on key issues affecting women and girls.



What we value

We have core values which guide and shape how we work. We seek out people who share and live these values.

<p>Transparent:</p> <p>We recognise our power as a funder and strive to constantly improve our work.</p> 	<p>Collaborative:</p> <p>We work with and for our partners, constantly identifying ways to collaborate rather than compete.</p> 	<p>Bold:</p> <p>We seize new opportunities, and we are not afraid to take risks in pursuit of our mission and vision.</p> 	<p>Agile:</p> <p>We adapt our work swiftly to meet the changing needs of the women and girls' sector and the wider context.</p> 	<p>Inclusive:</p> <p>We value the diversity of the UK women and girls' sector and seek to harness the power of its different perspectives.</p> 
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We are a small team of dedicated and dynamic colleagues who work tirelessly to support our investment in women's and girls' organisations, providing ongoing training, events, research and communication to build capacity across the wider sector. We are a professional organisation with high expectations of all our staff.

We work closely with our Board of Trustees who bring expertise in women's and girls' issues, leadership and philanthropy.

Equality, diversity and inclusion statement

Rosa takes its commitment to equality, diversity, and inclusion extremely seriously, recognising the value that this adds to our success. Rosa welcomes applications from people of all backgrounds and life experiences. We are therefore particularly keen to hear from people from across the UK, people with a variety of educational backgrounds and experiences, people from Black and Asian communities and other racially minoritised ethnic groups, and disabled people.



About this role

The Philanthropy and Partnerships Manager is a new role that will be pivotal in broadening Rosa's supporter base and driving long term income growth. This role will use high value relationship management skills to engage and attract new donors with a focus on Trusts and Corporates, which is where we believe the best potential for growth lies, based on recent consultancy advice.

Reporting to the Head of Philanthropy, Partnerships and Communications and working alongside another Philanthropy and Partnership Manager (with focus on Major Donors), the ideal candidate will have the agility and resourcefulness to engage and manage a mixed portfolio of supporters. Their main goal will be to build a community of donors joined in their ambition to improve the lives of women and girls in the UK.

This is not your typical fundraising role as Rosa offers something truly unique - we are the only UK wide funder of the women and girls' sector in the UK and, without an endowment, we rely entirely on fundraised income to deliver our work. Our grant making, capacity building and research work is deeply impactful, with a track record of driving real and lasting change for women and girls across the UK. We are excited to be growing our new fundraising team and are looking for a special fundraiser to help us achieve our ambitions to make the UK safer, fairer and more equal place for women and girls.



Job Description

You will be responsible for:

- Undertaking prospect research to identify and engage new donors, with a focus on trusts and foundations and corporate supporters.
- Using existing prospect research to engage and approach identified prospects.
- Working with Rosa's Fundraising Committee (comprised Rosa Trustees) and stakeholders to map networks and pursue potential connections.
- Developing innovative and resourceful engagement opportunities, using a test and learn approach, to find new ways of matching Rosa's unique offer to potential funding partners.
- Write and deliver funding bids, new business pitches and reports to raise and manage funds. Fundraising will be for Rosa's grant-making funds Rise (strengthening organisations led by and for Black and minoritised women and girls) and Voices from the Frontline (investing in campaigning) in 2024/25 and 2025/26.
- Update Rosa's external facing donor communications, including the Rosa website, newsletter and LinkedIn to attract and engage new audiences.
- Ensure accurate, timely and thorough correspondence, acknowledgement and record-keeping at all stages of the donor journey. You will use our new CRM system (Monday.com) to manage prospects and supporters, enter and track gifts, pull reports, and analyse data.

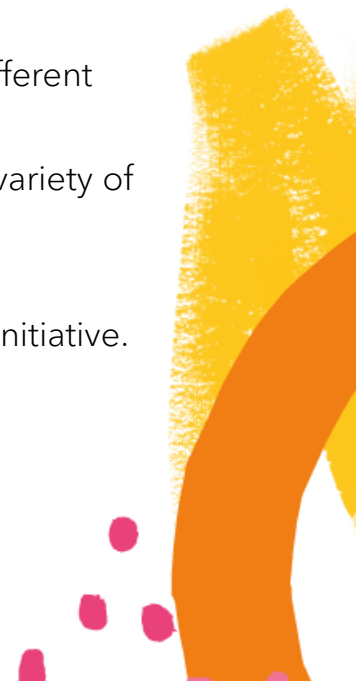


Person Specification

This is the section you will refer to the most during the recruitment process. Below, we have listed the specific skills, knowledge, experience and personal attributes we are looking for.

Essential

- A track record of securing mid-level/ high value donations in a fundraising role from trusts and foundations, corporates and/ or major donors.
- Excellent research and prospecting skills and the ability to develop a pipeline of activity, including through network mapping.
- Strong written skills to create accurate, compelling and persuasive copy in a range of formats, including funding proposals, new business pitches and email copy.
- Excellent networking and interpersonal skills with the ability to relate to a variety of different people.
- Organisational and project management skills, with the ability to plan and manage a variety of tasks and conflicting priorities.
- An entrepreneurial approach, able to identify and follow through new opportunities.
- Agile, curious and resourceful, comfortable working collaboratively and on your own initiative.
- Good IT skills, proficient in using Microsoft Office and donor CRM



Person Specification (continued)

Desirable:

- Knowledge of UK Women and girls' sector and/or issues facing women and girls
- Interest or experience in working in a small organisation





Contract terms and benefits

Job title: Philanthropy and Partnerships Manager

Reports to: Head of Philanthropy, Partnerships and Communications

Contract type: Full time (35 hours) or part time (60% min), permanent

Salary: £40,000 FTE

Location: This is a hybrid role combining home working and office-based working in Rosa's office, Holloway Road, London. The expectation is to work a minimum of two days per month in the office.

Working hours: Monday to Friday. Some evening work will be necessary, for example Trustee and Committee meetings and external events. Any overtime to be agreed in advance and compensated through time off in lieu (TOIL).

Probation period: 6 months (as for all permanent positions)

Notice period after probation: 2 months



Contract terms and benefits

Holidays: We offer 25 days per year plus 3 days for our Christmas closure plus bank holidays.

Sickness: We recognise that Statutory Sick Pay is very low, so our enhanced sick pay seeks to be generous after passing your probationary period.

Pension: We contribute 5% of annual salary into Rosa's workplace pension provider, and you contribute 3%. Rosa's workplace pension provider is The People's Pension.

Team Days: Regular days to support learning, development and collective imagination as a team.

Other Time Off: You may be eligible for other kinds of paid leave, including but not limited to:

- Enhanced Maternity Leave
- Enhanced Adoption Leave
- Enhanced Paternity Leave
- Shared Parental Leave
- Time off for Dependants
- Bereavement Leave
- Compassionate Leave



How to apply for this role

If you are interested in applying and excited about working with us but are unsure if you have all the right skills and experience, we'd still like to hear from you. If you would like to arrange an informal discussion about the role before applying, please email: recruitment@rosauk.org.

To apply for this role, you will need to complete the [application form](#), attaching an up-to-date CV and supporting statement, which should summarise with examples, how your skills, knowledge or experience align with the job criteria for this role. Unfortunately, we can only accept applications from people based in the UK.

We also ask all applicants to complete an [equal opportunities monitoring form](#) and submit this via an online form. Your answers really help us understand how we are doing in attracting a broad range of candidates. Every question has a 'prefer not to say' option. These monitoring forms are anonymous and cannot be linked in any way to your application.

We understand that AI Tools can be helpful when drafting covering letters, but we do urge candidates to use them with caution and always ensure the information you provide is personalised to your own experience.

We will confirm receipt of your application in an email. Data collected during our recruitment process will be treated as per our [privacy policy](#)



Next steps and minimum criteria

Our shortlisting panel will select the applicants they would like to meet for interview. They will focus on applicants who have met the following minimum criteria:

- Submitted a completed application, with CV and covering letter, before the deadline
- Provided relevant information on their work history, training and qualifications without significant unexplained gaps
- Scored 'met' for all criteria tested in the application form

The panel will allocate interview slots to candidates who have scored most strongly against the criteria listed in the responsibilities and person specification. This will mean scoring at least 'met' on each criteria tested and will most likely mean scoring 'strongly met' in some areas.

All applicants will be contacted by end of **19th September 2024** whether they have been shortlisted or not.



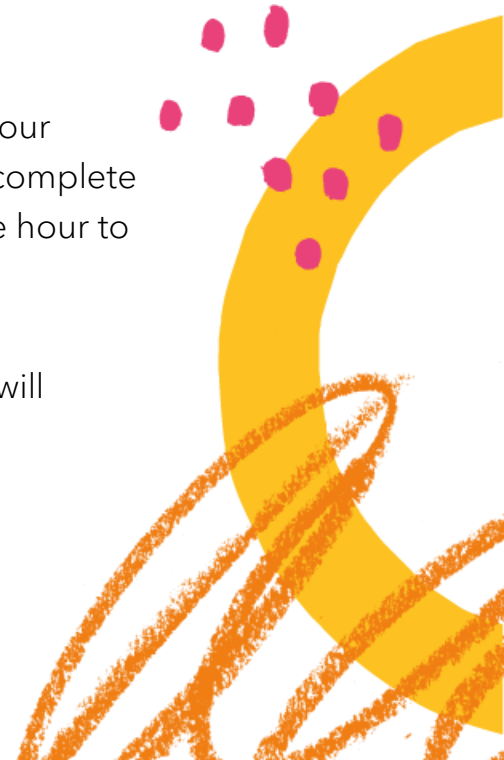
Interview Process

If you are successfully shortlisted and invited to interview, we will send you an email in advance with the following details:

- The date and time of the interview
- A link to the Zoom meeting
- The names of the interview panel members
- The interview questions

The interview process will include a test that can be taken at a date and time of your choosing (within the interview week). You will be asked when you would like to complete the test and it will be sent to you by email at your chosen time. You will have one hour to complete the test and email it back to recruitment@rosauk.org

If you have access needs for the test or the interview, please let us know and we will meet them.



Pre-work checks

In the interests of transparency, we want to be clear to applicants for all roles at Rosa that, for candidates who are offered a role following interview, we carry out referencing in two different ways:

- Formal referencing: we request that candidates supply us with two referees - one of them must be your most recent manager / point of accountability and one must be a peer or someone you manage;
- Social media checks: in line with our anti-discrimination principles, we also check candidates' social media profiles for further information on alignment with Rosa's commitment to anti-racism and our values.

Appointment is subject to the above formal references, and social media checks, which are only completed for candidates who are successful at interview. Final offers are conditional on satisfactory references being received.

We will ask you to provide evidence of your right to work in the UK.

If you have any questions or concerns, please drop us a line at recruitment@rosauk.org



Feedback

All applicants who attend an interview will be offered individual feedback.

For those not selected for interview, in place of individual feedback we can provide, on request, a short summary of what we found that the strongest applications had in common, which we hope will help you with future job applications.

Key Dates

Application Deadline:	13 th September 2024
Shortlisting Complete:	19 th September 2024
1 st Interviews:	w/c 30 th September 2024
2 nd Interviews:	w/c 7 th October 2024
Ideal Start Date:	As soon as possible

Thank you again for reading this pack, and we hope to hear from you.





Rosa Fund

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www.rosauk.org

Registered Charity: 1124856

Company Limited by Guarantee: 6598018

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