



JOB DESCRIPTION

Job Title:	Senior Manager, Partnerships
Group:	Fundraising and Engagement
Reporting to:	Head of Partnerships
Location:	London, UK. Hybrid – 3 days a week in the office
Working Pattern:	Full-time
Salary:	(£44,000-£46,000)

ABOUT LUMOS

Lumos's mission is to fight for every child's right to a family by transforming care systems around the world. Our vision is for all children to grow up in safe and loving families.

Despite clear evidence of the harms of institutionalisation, an estimated 5.4 million children worldwide continue to live in institutions. Separated from their families and communities, these children are deprived of the love, attention and opportunities they need to thrive. Our three-pronged approach is to prevent family separation, to protect children and to promote care reform. We've made important progress in closing harmful institutions and reuniting children with their families. And where children are unable to live with their birth families, we promote alternative family-based care, such as kinship care and quality foster care. Thanks to our tireless efforts alongside many other champions of care reform, the harms of institutionalisation are now more widely understood. A global movement is underway and the UN, the EU and some large development agencies have joined individual countries in pledging to change how they care for vulnerable children. We are committed to ensuring that global policy commitments are translated into local action, leading to sustainable change for vulnerable children.

Find out more about our work at www.wearelumos.org

JOB PURPOSE

The Senior Manager, Partnerships role makes a vital contribution to our objective to bring about transformative change for children. The key focus of this role is to secure income generation from Trusts, Foundations and Institutional Funders. The team is set to raise over £3.2 million in 2024 and has ambitions to grow this further in future years.

As Senior Manager, Partnerships you will identify, cultivate, secure and steward major gifts from existing and prospective donors who can support Lumos, usually at the five or six figure level. In your role you will build and foster positive relationships with grant-making organisations and institutions (bi-laterals and multilaterals), providing excellent stewardship and account management and drafting compelling and comprehensive proposals and reports.

You will work with colleagues and stakeholders in the Fundraising and Engagement Team as well as across our global organisation, including the Executive Leadership Team, Programmes Team, Country Teams and our Board of Trustees to effectively cultivate prospective partners, support existing partnerships and prioritise and progress opportunities.

KEY OBJECTIVES

Income generation:

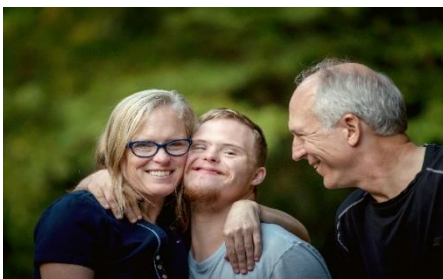
- Pro-actively research and cultivate relationships with donors, especially Trusts, Foundations and Institutional Donors.
- Work with the Head of Partnerships, Director of Programmes, Chief Executive, Country Teams as well as existing supporters to maximise their networks and introduce new partnerships to Lumos.

Relationship management and stewardship:

- Provide exceptional relationship management and execute tailored cultivation and stewardship plans for prospective and existing donors.
- Develop high quality communications for donors, including proposals, reports and stewardship materials.
- From time to time, represent Lumos at events and meetings to grow our network of supporters and contacts.
- Work collaboratively to strategically manage and maximise funding opportunities.
- Work with Fundraising and Programmes colleagues, via regular structured communication, to identify synergies between organisational priorities and funding opportunities and trends, and to develop funding propositions, detailed financial information and reports.
- Use the Salesforce database to maintain accurate records of opportunities, income, donor communication and interactions and to monitor prospecting activity and progress towards KPIs.

Other responsibilities:

- Keep abreast of fundraising trends and challenges, and the legal and regulatory environment.
- Manage, monitor and report on income against targets and contribute to monthly, quarterly and annual reporting to ELT and Trustees.
- Contribute towards annual planning and strategy development with the wider team.



PERSON SPECIFICATION CRITERIA

Knowledge/Skills		
	Essential	Desirable
• Excellent understanding of fundraising from Trusts, Foundations and Institutions	X	
• Able to develop and lead positive and influential relationships with existing and potential donors	X	
• Excellent communication and negotiation skills, with the ability to present complex information in an engaging way and inspire internal and external stakeholders	X	
• Ability to motivate and influence across a range of levels internally, including with programme staff, Trustees, and the Executive Leadership Team.	X	
• Outstanding organisational skills with the ability to prioritise a heavy workload	X	
• A clear understanding of the Charity's requirements of confidentiality and discretion	X	
• Relevant knowledge of Charity Commission, GDPR and the Fundraising Regulator Fundraising Code requirements for fundraising activity	X	
• A strong working knowledge of MS Office, Teams and Salesforce/or similar donor database to manage high value supporter journeys	X	
• An understanding of child rights and the care reform sector.		X

Experience		
	Essential	Desirable
• A proven track record of meeting or exceeding financial targets, including leading on applications and negotiations	X	
• Demonstrable experience of leading on successful prospect and relationship management	X	
• Experience of managing proposal development, grant management and reporting processes	X	
• Experience of working to and reporting against in-year targets and KPIs	X	
• Experience of project management involving multiple internal stakeholders		X

Personality/Characteristics		
	Essential	Desirable

• A self-starter with high initiative, and a pro-active and enthusiastic approach	X	
• Excellent interpersonal skills, tact and diplomacy, gravitas, and the ability to quickly build credibility with contacts and colleagues	X	
• Excellent resilience and flexibility with the ability to remain positive, solutions focused and to learn from setbacks.	X	

SAFEGUARDING STATEMENT

Lumos recognises that the rights of safety and security are aligned with its core mission of ending institutionalisation. Effective and robust safeguarding sit at the heart of our mission and values, and accordingly, Lumos is committed to ensuring the safety and protection of children and vulnerable adults in all its work. We expect all staff, associates and volunteers to share this commitment. Lumos will carefully screen all applicants and any offers of employment are subject to appropriate employment and background checks, as well as suitable references from previous employers.

Lumos is committed to ensuring the safety and protection of children and adults at risk in all of our work. All staff and associates must:

- Carry out all duties with an awareness and understanding of the Safeguarding requirements within their area of responsibility.
- Ensure work complies with all safeguarding policies and procedures that apply to the role.
- Ensure the that their behaviours and actions support the safeguarding of children, young people and adults at risk as appropriate.

EQUALITY, DIVERSITY AND INCLUSION STATEMENT

Lumos is wholly committed to equality, diversity and inclusion and against all forms of discrimination. We are committed to creating and sustaining a positive working environment that encourages, supports and gives a voice to all, so that we can best support the children we serve.

We must ensure that all staff are equally valued, included, empowered and respected across the organisation and in everything we do. Lumos is fundamentally built on diverse, multi-national and multi-cultural teams.

This is something we cherish as a key strength and an integral part of our identity. Our organisation values and celebrates the diversity, culture and experience of each member of staff, provides equality of care, and support to everyone.

We pledge to listen carefully, to educate ourselves continually, to promote open dialogue, and to seek out and deal with discrimination and prejudice wherever it occurs in Lumos.

OUR VALUES

Children are at the heart of everything we do. Every child needs love and care in order to flourish – and we're proud that this is reflected in the values we hold within our organisation. We want to see all children grow up in safe and loving families. Our core values drive us forward in our vision, underpin

every aspect of our work and strategy and are critical to helping us maintain a thriving and effective organisation. By making sure every individual feels valued and empowered, we can bring about the very best outcomes for the children we serve.

- We embrace **COLLABORATION**
- We strive for **EXCELLENCE**
- We show **RESPECT**
- We always **CARE**
- We are **PASSIONATE**

WE ARE LUMOS



**ALL CHILDREN
SHOULD GROW UP
IN SAFE AND
LOVING FAMILIES**