

**JOB DESCRIPTION**

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| **JOB TITLE** | Institutional Funding Manager |
| **TEAM** | Senior Management Team |
| **OVERALL PURPOSE** | To secure significant institutional funding from a diverse range of donors |
| **HOURS PER WEEK; CONTRACT** | 37.5hrs per week; Permanent |
| **SALARY** | Up to £52000 per annum |
| **KEY INTERFACE** | Partnerships and Programme Managers, Finance team and Fundraising |
| **REPORTING TO** | Executive Director |
| **LOCATION** | London (Partial remote working arrangement) |

**Introduction:**

ChildHope believes that children should enjoy a safe and secure childhood, but for those growing up in the toughest circumstances, these rights are denied. Born into extreme poverty and violence, they have no protection. ChildHope believes in addressing issues wherever possible to give children a world in which they enjoy a life free from injustice and abuse. Mutual respect for all children and adults, regardless of their situation, lies at the heart of ChildHope’s approach. We aim to be trusted, transparent and accountable to children and adults, our partners, our supporters and our donors.

Partnerships are the foundation of ChildHope’s work and all programme work is delivered through our local partners, who we feel are best placed to achieve positive change with and for marginalised children.

ChildHope has reviewed its strategic priorities for 2021-2025. Within the new framework, ChildHope’s main objective is to make the lives of highly marginalised children safer by strengthening the local and global systems and structures that support them. To do this we will focus on the following areas:

1. **Stronger and Safer Children, Families and Communities:**

* We want the children we work with to be in a strong position to actively influence positive change in their lives

1. **Stronger Local Leadership:**

* We want the expertise of locally led organisations in Africa and Asia to be recognised and valued by those with power and resources in the international development sector

1. **Stronger Learning and Innovation:**

* We will establish innovative ways to support highly marginalised children, through new partnerships and collaboration

**Principle Objectives of the Role:**

This is a leading role within ChildHope. With this role we are responding to the changing donor, international development environment and looking at alternative measures to secure income, in line with the priorities of our new strategic framework. The role holder will be responsible for leading on the delivery of successful institutional fundraising and new funding initiatives for the organisation to help generate and grow income. ChildHope is looking to build on current opportunities and extend its reach to develop new partnerships and alliances which will enable the organisation to increase awareness around the impact of its work. This role will strive to identify and unlock institutional and other funding streams to maintain sustainable financial support for ChildHope’s work.

Main Responsibilities:

*Time percentages below may change according to ChildHope’s strategic priorities:*

1. **Developing Strong Funding Applications (60%)**

* Develop, write and submit tailored funding applications identified through current donors and those also identified through research. Ensure all leads are eligible to ChildHope and that they are aligned to the ChildHope strategic framework and funding priorities. Ensure that any implication of risk is taken into consideration at all stages of planning/developing the application;
* Build on and develop strong relationships with existing funders so as to maximise potential opportunities to submit further applications for partnerships/programmes for the organisation and joint funding contributors;
* Build strong relationships with the Partnerships and Programmes team and partners through working closely together to develop strategies and plans, resulting in high quality proposals to attract external funders;
* Manage and lead the identification of approaches to various grant makers and partners who have not previously supported the work of ChildHope and in so doing, create a more diverse funding pipeline.

1. **Researching new funding opportunities (30%)**

* Identify target institutions, foundations, trusts, consortia, and companies with a good match to ChildHope (including those with a presence within a country in which we work or want to work)
* Research and pursue opportunities from outside of the UK for which ChildHope is eligible;
* Identify, manage and lead on approaches to funding opportunities from institutional donors within the funding landscape for ChildHope’s projects, whether through joint collaborations with other complementary organisations, academic institutions etc;
* Identify, manage and lead on funding opportunities for ChildHope’s matched funding requirements (where required) to support new and ongoing projects;
* Secure meetings with key prospects identified through research and ChildHope’s organisational contacts and follow up where possible;
* Network within the international development sector, research and gather information to keep up-to-date with all of the institutional donor trends affecting institutional funding. Share information with members in other teams of the organisation for any relevant changes.

1. **Funding Information Management (10%)**

* Develop and manage the organisation’s pipeline of prospects, that have clearly defined targets, outcomes and values;
* Record data on Salesforce or other reliable system all contacts, information and deadlines for each successful application and any new funding opportunities;
* Produce reports to the SMT and Board on the performance and progress of institutional fundraising against agreed targets and objectives.

1. **Other**

* Possibility of line managing a fundraising officer and provide mentoring and strategic direction

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| **PERSON SPECIFICATION**  Description of the knowledge, experience and skills/abilities required to be effective in the job. Linked to recruitment requirements. | |
| **Essential** | **Desirable** |
| Experience: *Previous relevant experience, work or life* | |
| * A successful track record of quickly assessing and pre-positioning the organisational Institutional fundraising strategy * Expertise in developing proposal budgets * A proven track record of developing, reviewing and securing institutional donor funding (of at least 6 figures) in a competitive setting, particularly from FCDO, the EC or multilateral donors * Relevant work experience in the charity sector, including with funding applications and reports * Experience of working within a small team * Experience in developing project applications suitable for Trusts, Foundations and Corporates * Securing funding for small or medium size organisations * Experience of working in consortia | * Previous experience of working in low income countries in the Asia and /or Africa region * Experience of working in a child focused organisation * Experience of line managing a small team |
| Skills/Abilities: *Transferable skills and abilities required by the job* | |
| * Ability to devise and implement funding strategies |  |
| * Ability to undertake effective research and intelligence gathering to inform opportunity pipelines |  |
| * Excellent organisational skills, including an ability to work to deadlines, manage multiple demands, and deliver high quality work under pressure |  |
| * Excellent cross cultural communication skills |  |
| ChildHope’s aims and objectives: *Understanding of, and commitment to, the aims and objectives of ChildHope* | |
| Commitment to international development, children’s rights and gender equality |  |
| Commitment to and compliance with ChildHope’s Child Safeguarding Policy and other relevant organisational policies. |  |
| Commitment to ChildHope’s partnership approach, as detailed in the strategic framework. |  |
| Annual Leave: | 25 days per year |
| Probationary Period: | Six months |
| Pension: | There will be (up to) 5% matched pension |
| Closing date: | 25th February 2021 |
| Interviews: | 8th March 2021 |