



**HAND IN HAND**  
INTERNATIONAL



## **Do you want to help millions of women in some of the world's poorest countries succeed as entrepreneurs and work their own way out of poverty?**

We are seeking an outstanding Philanthropy and Partnerships Manager (Maternity Cover) to secure and manage income from Corporate Trust and Foundations, Major Donors and Corporates.

We are looking for an experienced and ambitious Philanthropy and Partnerships Manager to join our award-winning fundraising team as a maternity cover.

If this sounds like you, we'd love to hear from you.

### **PHILANTHROPY AND PARTNERSHIPS MANAGER (Maternity Cover)**

<b>Reports to:</b>	Head of Corporate Partnerships and Philanthropy
<b>Direct reports:</b>	Corporate & Philanthropy Officer
<b>Location:</b>	Hybrid. We work in our central office on Baker Street, Marylebone (London) Tuesday to Thursday, with Mondays and Fridays working from home.
<b>Contract:</b>	<b>10-month maternity cover contract, full time.</b> Flexible working options considered (including school hours and compressed hours)
<b>Languages required:</b>	English
<b>Starting date:</b>	June 2024
<b>Salary:</b>	£45,000 - £54,000 per annum depending on candidate experience



*We treat all applications equally, however we actively encourage applications from people from black, Asian and minority ethnic backgrounds, people who identify as LGBT+, who have a disability, as well as those from a working-class background, as these groups are currently under-represented in the charity sector. Our aim is to become a truly inclusive organisation, with a workforce as diverse as the communities we serve.*

## Background

At Hand in Hand, we help women beat the odds and succeed as entrepreneurs. The money they earn and the confidence they gain changes everything. Whole families and communities rise with them.

Since 2003, from Afghanistan to Zimbabwe, we've helped more than 5 million women launch small businesses that can stand the test of time. Some are smallholder farmers learning to stand up to climate change. Some are refugees starting a new life after running from conflict. Others are young women and girls with few opportunities, starting to dream – and plan – for the future.

Our members' achievements (so far) include:

- **5.2 million** new and improved enterprises
- **9.3 million** new and improved jobs created.
- **5 million members** mobilised.
- **22 million indirect beneficiaries** (families) impacted.
- **217%+** average increase in monthly income
- **84%** of women with more freedom and influence at home

Hand in Hand International is based in Baker Street, central London, with a flexible working policy that includes work-from-home Mondays and Fridays. Our team works with partners throughout the global Hand in Hand network, specialising in fundraising, strategic and programmes advice, and donor relations.

## Why work at Hand in Hand?

**Work-life balance:** We offer home working as standard on Mondays and Fridays. Flexible working requests (including compressed hours) will be considered for all roles.

**Positive, inclusive culture:** Being an employer of choice is one of Hand in Hand's six strategic goals. We aim to have an 80% recommender score (measured via our yearly staff survey). We believe diversity drives innovation and excellence and aim to recruit 33% of all new roles from groups that are traditionally underrepresented in the charity sector.

**Sector-best parental leave:** We offer employees parental leave at 20 weeks' full pay or equivalent to new mothers or primary caregivers and 13 weeks' full pay or equivalent to new fathers or secondary caregivers (this also applies to adoption and surrogacy). We also offer five days paid dependents' leave per year.

Caparo House  
101-103 Baker Street  
London W1U 6LN  
[handinhandinternational.org](http://handinhandinternational.org)

Hand in Hand International  
is a registered charity  
in England and Wales (1113868)





**International travel:** in this role you will have the opportunity to travel to Kenya and Tanzania and meet the entrepreneurs we support.

**Employer pension contributions of 6.5%**

**Working from home stipend:** We provide a monthly contribution towards working from home.

**Professional development:** As part of a growing team, you will have opportunities to progress and develop in your role and access external training if required.

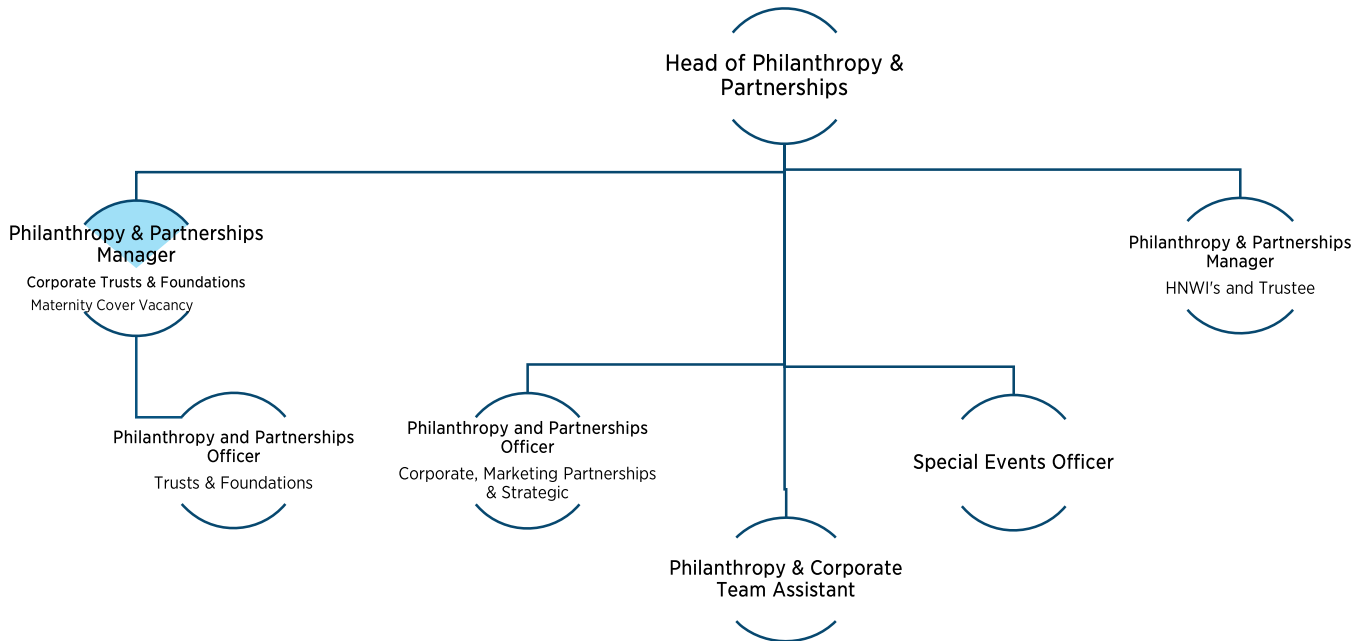
**Cycle to Work scheme:** Receive a bicycle worth up to £1,000 tax-free, repaid over 12 months by means of salary sacrifice.

### Our culture

We believe collaboration is the key to creating change, and, as part of a global organisation, work with colleagues in Kenya, Tanzania, Afghanistan, Sweden, Germany and the US to create and deliver world class programmes.

Our open organisational structure encourages cross-team working – from programmes and fundraising to communications and events.

### Our team



### Roles and responsibilities

Reporting directly to Head of Philanthropy and Partnerships, the primary objective of the role is to manage existing grants and accounts, as well as secure new funding for Hand in Hand International.

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Hand-in-Hand-International



We are looking for an ambitious, confident Philanthropy and Partnerships Manager to join our award-winning fundraising team as a maternity cover.

We are a lean operation, with 90% of all funds raised being spent directly on programmes in 2023-2024. By filling this role, you will play an important part in maximising funds raised for Hand in Hand, contributing to our long-term success.

Your key focus will be identifying, creating relationships with and securing donations from corporate and family Trusts and Foundations and/or major donors. The role is highly international, working with colleagues across Afghanistan, Kenya and Tanzania, and a prospect base spread across globe. You may be required to travel.

## Skills and knowledge

Hand in Hand is a dynamic, entrepreneurial organization dedicated to women's economic empowerment through entrepreneurship and the promotion of regenerative agriculture and gender equity.

### Primary Responsibilities:

#### Fundraising:

- **Strategic Growth:** Drive the expansion of Hand in Hand's income by securing significant gifts ranging from five to seven figures from both new and existing donors.
- **Prospect Identification:** Utilize desk research, event networking, and effective management of Hand in Hand's boards to identify and secure meetings with potential donors.
- **Donor Engagement:** Engage senior-level donors through calls, meetings, and events to provide updates on project advancements and identify additional donation opportunities.
- **Fundraising Strategy:** Analyse and develop new fundraising opportunities, leveraging insights and connections from the board and current donors to generate new income.
- **Proposal Development:** Lead and collaborate with UK-based colleagues and in-country teams in the creation of comprehensive proposals, including narrative content, logical frameworks, and budgets.
- **Documentation and Negotiation:** Provide detailed documentation on proposals, contracts, and agreements; lead or assist in negotiation processes.
- **Donor Meeting Preparation:** Brief and assist the Partnerships & Philanthropy team, Head of and CEO prior to donor meetings and events.
- **Donor Relationship Management:** Cultivate relationships with a donor portfolio through regular reporting, calls, meetings, and events to update on project progress and secure additional donations.

#### Grant Management:

- **Project Implementation:** Collaborate with in-country teams to facilitate the transition of funded projects into implementation, supporting the development of project planning tools.
- **Reporting:** Assist in-country colleagues in producing quality narrative, monitoring, and financial reports; manage grant

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stewardship for a high-value grant portfolio in coordination with UK-based and in-country programme teams.

- **Project Delivery:** Ensure effective grant delivery by closely monitoring key milestones and day-to-day activities, liaising with the Head of Philanthropy and Partnerships and bringing in technical support as necessary.

#### Relationship Management:

- **Stakeholder Engagement:** Foster strong relationships with colleagues across Hand in Hand to identify funding opportunities, engage supporters, and collaborate on partnership initiatives.

#### Communication:

- **Mission Advocacy:** Articulate Hand in Hand's mission and cause effectively, promoting women's economic empowerment, regenerative agriculture, and gender equity in the regions we operate.
- **Proposal and Report Quality:** Maintain high-quality standards for funding proposals and reports that align with Hand in Hand International's long-term objectives.

#### Management Responsibilities:

- **Team Leadership:** Oversee and provide guidance to the Corporate and Philanthropy team, ensuring professional development and effective performance management.
- **Recruitment and Onboarding:** Collaborate with HR in the recruitment process and facilitate a seamless transition into and out of roles within the team.

#### Strategy, Planning, and Reporting:

- **Strategic Collaboration:** Work closely with the Head of Philanthropy and Corporate Partnerships to gather accurate information, develop compelling support cases, and enhance supporter experiences.
- **Resource Management:** Efficiently manage time, budgets, and resources to cultivate a productive donor pipeline, generate momentum across the donor portfolio, and achieve fundraising targets.

#### General Responsibilities:

- **Data Management:** Maintain accurate records in the organization's Customer Relationship Management (CRM) database and other reporting tools.
- **Sector Knowledge:** Develop a comprehensive understanding of international development, women's economic empowerment, and regenerative agriculture landscapes.
- **Compliance and Ethics:** Adhere to professional standards in Fundraising and Data Protection as set forth by the Institute of Fundraising and the Fundraising Regulator.
- **Policy Adherence:** Comply with Hand in Hand's policies and procedures, including safeguarding.
- **Adaptability:** Perform other reasonable duties as assigned, demonstrating flexibility and adaptability in fulfilling organizational needs.

#### Qualifications:

- Proven experience in raising six figure gifts, grant management, and partnership development within the charity sector.
- Strong leadership, communication, and strategic planning skills.

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- Knowledge of international development, women's economic empowerment, and regenerative agriculture preferred.
- Proficiency in CRM databases (Salesforce) and reporting tools.
- Commitment to professional standards and ethical fundraising practices.

**Personal Attributes:**

- Entrepreneurial mindset with a results-driven approach.
- Strong leadership and team management capabilities.
- Self-motivated, proactive, and adaptable to changing environments.

We encourage candidates to take ownership of this role, adapting and expanding upon these responsibilities to make a significant impact on Hand in Hand's mission and objectives.

### **How to apply and enquiries**

We are delighted to be working with Joe Blythe at Quarter 5 and Firas El Dib at Prospectus for this role.

Please use the following links to submit your CV and for any general enquiries:

Joe Blythe at Quarter 5 - [Joeb@quarterfive.co.uk](mailto:Joeb@quarterfive.co.uk)

Firas El Dib at Prospectus - [Firas.Eldib@prospect-us.co.uk](mailto:Firas.Eldib@prospect-us.co.uk)

Deadline for application is **Monday 22<sup>nd</sup> April 2024**.

We plan to interview on a rolling basis, so apply as soon as you can, and we reserve the right to close the application period earlier.

First round of interviews will take place w/c 29<sup>th</sup> April 2024.

**Please let your preferred recruiter know if you require any adjustments at interview stage.**

Unfortunately, we can only accept your application if you have full rights to work in the UK for at least three years from the date of your application.

The monitoring form will not be part of the application form but we'd love it if you could fill it in, as it will really help us in our efforts to become a more diverse team.

Successful applicants will be subject to references and an up-to-date DBS check.