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? Have you played a leading part in securing five or six-figure gifts from corporate or major donors? We’re looking for someone to join our small but well-connected, award-winning and multilingual fundraising team. If you think you can adopt the approaches that grew our funds by 33 percent last year alone – and, even more importantly, teach us some new tricks while you’re at it – we’d love to hear from you.

PHILANTHROPY AND PARTNERSHIPS MANAGER

Reports to: Head of Philanthropy

Location: London, United Kingdom, with overseas travel

Contract: Permanent, full-time. Hand in Hand will consider requests for compressed hours.

Languages Required: English, additional languages an advantage

Starting Date: As soon as possible

Salary: £35-42K

Background

Hand in Hand we can 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 3 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:

- 3 million new and improved enterprises
- 4.9 million new and improved jobs
- 30% increase in income
- 99% of women with more freedom and influence at home
- 95% of families with savings to see them through a crisis
Hand in Hand International is normally based in Baker Street, central London, with a flexible working policy that includes work-from-home Fridays (outside of the current social distancing circumstances). Our 15-strong team works with partners throughout the global Hand in Hand network, specializing in fundraising, strategic and programmes advice, and donor relations.

Hand in Hand is looking for an ambitious, confident Philanthropy and Partnerships Manager to join our award-winning fundraising team. We are a lean operation, with 90 percent of all funds raised being spent directly on programmes in 2020-21. By filling this role, you will play an important part in maximizing 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 corporates, corporate foundations and/or major donors. The role is highly international, working with colleagues across Afghanistan, East Africa and India, and a prospect base spread across globe. You may therefore be required to travel.

**Why work at Hand in Hand?**

- We are a lean, nimble team, excited by innovation. Got an idea? Let’s try it – no suffocating bureaucracy here.
- Working with our programmes offers the opportunity to impact people’s lives at scale, across multiple themes such as livelihoods, women’s economic empowerment, and climate change.
- Our flat structure encourages work across teams and functions, from fundraising and programme management to communications and events.
- We truly value our employees, offering a range of enhanced and family friendly employee benefits

We believe diversity drives innovation and excellence and welcome applications from individuals from all backgrounds.

**Duties and responsibilities**

**As a results-focused, entrepreneurial organization, we would expect you to make the role your own, but the following duties are certainly part of it:**

**Fundraising is the primary responsibility:**

- Grow Hand in Hand’s income, securing five and six figure gifts from new and existing donors
- Identify and secure meetings with new prospects using desk research, as well as by networking at events.
- Lead and support proposal development in collaboration with UK-based colleagues and in-country teams, including writing narrative proposals, preparing logical frameworks and budgets.
- Provide thorough documentation on the proposal and contracting/agreement requirements; lead and/or support in the negotiation of agreements.
• Engage donors in calls/meeting/events to update on project progress and identify opportunities for further donations.

Grant management is a secondary responsibility:

• Work with in-country teams to support transition of funded projects to implementation, including supporting the development of project planning tools.
• Manage grant management and stewardship for a portfolio of high value grants, working with UK-based and in-country programme teams.
• Support in-country colleagues to provide quality narrative, monitoring and financial reports.

**Measurable outputs and performance indicators will include:**

• Repeat donations from existing donors.
• Donations from new donors.
• Number of viable new donor prospects identified and number of calls/meetings with potential donors.
• Quality and number of proposals and reports.
• Donor feedback on proposals and reports.
• Promptness and quality of response to donor queries.

**Skills and knowledge**

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**Knowledge:**

• Preference will be given to candidates with experience of corporate and major donor fundraising.
• An understanding of international development and/or women’s economic empowerment is highly desirable.
• Exceptional telephone manner and excellent writing skills.
• Proficiency in Microsoft Office suite.
• Experience of customer databases would be an advantage.

**Skills and personal qualifications:**

• Exceptional interpersonal and listening skills, with a keen sense for reading others’ personal motivations.
• Excellent influencing and selling skills with donors, colleagues and partners.
• Consistently approaches work with energy and a positive, constructive attitude.
• Able to manage multiple demands and complete tasks to deadlines, by prioritizing a heavy workload.
• Attentive to detail.
• Creative, innovative thinker and self-starter.
• Exceptional multi-cultural sensitivity.

**Required experience**

**Education:**
Educated to degree level or equivalent relevant experience. A fundraising qualification would be advantageous but not essential.

**Experience:**
- Demonstrable track record in prospect research for major donors/corporates/foundations capable of funding six and seven figure projects.
- Demonstrable track record of securing gifts (or contracts) from board-level corporate executives, wealthy individuals, corporates and/or foundations.
- Preference will be given to candidates with international professional experience, particularly in the US and Europe.

**How to apply and inquiries**

**Apply:** Please send your completed application form before 22nd April 2022, outlining how you meet the job criteria, how you meet the personal specification and why you want to work with us to: Rhiannon Mehta, Rhiannon.Mehta@prospect-us.co.uk

The subject of your email should be Philanthropy and Partnerships Manager. 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. **Applications will be reviewed and interviews held on a rolling basis.**

**Please visit our website:** www.hihinternational.org

**For general inquiries please contact:** Rhiannon.Mehta@prospect-us.co.uk