



## PROGRAMME FUNDING & PARTNERSHIPS MANAGER

Women for Women International (WfWI) is an international NGO, which believes that with access to rights, education and resources, women survivors of war can lead change towards peaceful and stable societies. Since establishment in 1993, WfWI has worked with over 462,000 women in Afghanistan, Bosnia and Herzegovina, Democratic Republic of the Congo, Iraq, Kosovo, Nigeria, Rwanda and South Sudan. The UK office was established in 2006, and over the last seven years has steadily grown its programme funding from grants from various sources, including governments, trusts and foundations, companies, and individuals. **We are seeking a Programme Funding & Partnerships Manager to join the Programme Funding Team in our busy and dynamic London office on a fixed-term basis to cover maternity leave.**

This is a critical role within an ambitious team, and will suit someone who is passionate about women's rights and international development, with strong professional experience in project management, relationship building, and winning 5-7 figure grants for overseas programmes and projects. Located at our London office, the post holder should be able to remotely lead multi-country project teams, includes leading on donor relationships, securing necessary inputs and support from internal and external stakeholders, writing compelling reports and proposals, as well as developing/managing project log frames and budgets. The successful candidate will have excellent skills in cross-team communication, technical writing, and making donor presentations. They will be a highly-motivated, resilient and dynamic individual who is able to remain calm under pressure and deliver quality work to tight timeframes. The opportunity will suit someone who wants to take the next step in their career and gain experience in a leading international women's rights organisation.

To apply, please send your CV and a covering letter, no longer than 2 pages, outlining how your previous experience, knowledge and skills equip you to meet the requirements of the person specification by **2 January 2019** to [UKRecruitment@womenforwomen.org](mailto:UKRecruitment@womenforwomen.org)

*WfWI-UK is an equal opportunities employer and we positively welcome applications from all suitably qualified persons regardless of their religious beliefs or political opinions, sex, marital or family status, ethnicity, sexual orientation, age or disability status. All candidate must have the right to work in the UK.*

*Women for Women International UK is a registered charity (charity number: 1115109) and a company limited by guarantee (company no: 05650155), registered in England and Wales.*

<b>REPORTING TO:</b>	Associate Director for Programme Funding & Philanthropy
<b>LINE MANAGEMENT:</b>	Yes, 1 post
<b>PROPOSED START DATE:</b>	4 February 2019
<b>LOCATION:</b>	32-36 Loman Street, London, SE1 0EH
<b>WORKING PATTERN:</b>	Full-time; Fixed-term 9-month contract
<b>SALARY LEVEL:</b>	£32,000-40,000 p.a.
<b>INTERVIEWS:</b>	10-11 January 2019
<b>CLOSING DATE:</b>	2 January 2019



## **KEY DUTIES & RESPONSIBILITIES:**

### **Grant Management**

- Review grant agreements and coordinate their review by relevant colleagues in the UK and US. Manage contract negotiations with donors as required.
- Lead the start-up of more complex new grants (e.g. potential new DFID funding), including: creating internal documents to guide implementation; organising inception meetings; setting up clear monitoring process that align with donor requirements; and meeting any other requirements of the donor.
- Ensure that grant implementation and expenditure is in compliance with donor requirements through participation in regular calls with country offices and the monthly review of country office reports and detailed financial expenditure reports and projections.
- Troubleshoot and manage questions from country offices on active grants, as required, including coordinating budget revision processes.
- Manage additional compliance requirements for statutory grants, such as: forecasts, security updates, due diligence processes, and transparency requirements (IATI).
- Build and maintain strong relationships with internal stakeholders, including country office teams as well as the Global Programmes Unit and Finance teams in the US.
- Produce audience-appropriate reports and provide responses to donor queries on reports, in coordination with country office teams and WfWI's Global Programmes team in the US.
- Carefully review financial reports to ensure they are in line with donor rules and requirements.

### **Donor Stewardship and Partnership Management**

- Establish and look after donor relationships, including through the provision of regular reports and updates; communication of challenges and solutions in a timely fashion; and through face-to-face donor meetings, events and presentations.
- Coordinate closely with the Communications Team to ensure we meet donor requirements regarding external visibility and communication of their funding.
- Ensure contact is made with funders whose grants are coming to an end and support the re-application process.
- Manage WfWI's engagement with partners for joint/consortia projects.
- Build relationships with new potential partners for joint funding applications/projects.

### **New Business**

- Develop compelling letters of enquiry, concept notes, proposals and applications for UK- and European-based funders (including statutory, trusts, foundations, corporates and restricted major donor donations).
- Coordinate the grant application process with country offices and US-based teams, including through creating and monitoring an application timeline, discussions with key stakeholders to develop programme/project concept, and navigating sign-off processes.
- Develop coherent budgets, in coordination with country offices and US-based teams, ensuring adherence to grantor criteria in relation to accepted costs, percentages, and format.

### **Other**

- Line management of Programme Funding Assistant.
- Participate in overall team meetings, coordination and setting annual plans and targets.
- Keep up to date with developments in WfWI's country offices, internal learning, and external policy issues relevant to WfWI's work and support the wider UK team with programme information to support fundraising efforts.



- Work within the framework of Women for Women International’s core values and in compliance with its equal opportunities policy.
- Undertake any other duties appropriate to the post as may be required.

**PERSON SPECIFICATION:**

<b>Experience</b>	<b>Required</b>
Educated to degree level or equivalent professional qualifications	Essential
A successful track record of fundraising and management experience for 5-7 figure grants, in particular for international programme-related work and from institutional and statutory sources.	Essential
Proven ability to build successful relationships with funders and ensure effective and efficient use of fundraising resources by finding the best-matched opportunities.	Essential
Experience of raising and managing funds from the Department of International Development, Government of The Netherlands and/or other statutory donors.	Essential
Excellent knowledge of international development policies and/or programmes, women’s rights and/or women’s experience in countries affected by conflict. In particular knowledge about women, peace and security and UNSCR 1325 as well as other international development frameworks, goals and targets.	Essential
Experience of financial management of grants and of developing budgets for multi-year and multi-country projects.	Essential
Extraordinary organisational skills and the ability to prioritise with attention to detail and maintain accuracy under pressure.	Essential
Excellent written communication skills, including the ability to compose, edit, and proof correspondence and documents required.	Essential
Excellent communication and presentation skills, with experience presenting to donors and external audiences.	Essential
Excellent numerical skills including the ability to analyse dense financial information and manage complex spreadsheets.	Essential
Solid computer skills, including experience working with Excel, PowerPoint, Word, financial systems and a fundraising database or CRM equivalent.	Essential
The ability to represent the organisation in a professional manner and interface with all levels of staff, volunteers, and high level donors.	Essential
Self-starter with ability to work both independently and collaboratively with team members from different backgrounds and cultures.	Essential
A passion for global issues, women’s empowerment and human rights	Essential
Respect for Confidentiality	Essential
Experience of working with UK Government contract funding (as well as grants)	Desirable
Ability to travel to US and target countries for training and consultation with WfWI staff.	Desirable
Experience of line management and of supporting and developing staff to achieve objectives.	Desirable
Spoken and written French	Desirable

**December 2018**