

Role Profile

Overview	
Role	Strategic Partnerships Officer
Main Purpose	To raise funds from and manage relationships with institutional donors, larger trusts and foundations and other I/NGOs, and by doing so make a key contribution to the sustainability and growth of Hope for Justice's income and programmes globally.
Department	Government Relations and Institutional Partnerships
Location	Head Office
Reporting To	Strategic Partnerships Manager
Main Duties	
<p>Bid process and bid writing – 80%</p> <ul style="list-style-type: none"> • Support the development and submission of high quality funding applications to donors (primarily institutional donors) • Convene and manage a team through the bid development process coordinating between country offices, programmes (including MEL team), and finance teams. This includes supporting the development of budgets, log frames and related bid documents in accordance with funder guidelines. • Support the management of consortia on collaborative bids • Maintain an awareness of larger institutional and international organisation funding streams and policies around their priorities for funding • Represent Hope for Justice at external meetings with donors • Support the team in developing a pipeline of funding institutional donors, and larger-sized funders to achieve long term (multi-year), sustainable income for programmes globally <p>Donor management – 20%</p> <ul style="list-style-type: none"> • Write high quality project reports for grants, according to funder's deadlines and specifications, and ensuring a timely approach to gathering information from colleagues. • Maintain comprehensive donor records • Update relevant CRM systems as appropriate <p>General</p> <ul style="list-style-type: none"> • Any other related duties as delegated by the Strategic Partnerships Manager • Support volunteers that are assigned to the team • Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise. 	



Key Result Areas

- Develop and submit high-quality bids to large-sized funders and government institutions
- Produce high quality reports to funders
- Input into programme funding pipeline development

Soft Skills

- Good communication (ability to formulate and communicate complex topics in a coherent manner)
- Attention to detail
- Good research skills
- Critical thinking / problem solving
- Entrepreneurial
- Networking and relationship building
- Ability to liaise confidently and diplomatically with donors and colleagues (UK and overseas)
- Flexible and proactive

Technical Skills

- Excellent English written skills, and the ability to creatively turn complex project and/or organisational information into compelling business cases
- Strong numeracy and analytical ability, with ability to understand complex budgets
- Excellent proficiency with Microsoft Office suite
- Strong presentation and communication skills
- Pipeline/Database management and administration

Experience & Education

- Degree in a relevant field, preferably social sciences
- At least 3 years' experience in grant writing (institutions or trusts and foundations) and donor management
- Evidence of success in winning large donor grants/contracts
- Working for an international development organisation (desirable)
- Fundraising qualification (desirable)