

## Role Profile

<b>Overview</b>	
Role	US Partnerships Manager – Trusts and Foundations
Main Purpose	The US Partnerships Manager will deliver income targets as set by the International Partnerships Director. The Partnerships Manager will establish and maintain long-lasting and mutually beneficial relationships with trusts and foundations in the US, based on a clear understanding of their requirements as funders and by delivering excellent customer service.
Department	Partnerships
Location	Nashville, Tennessee, US
Reporting To	Head of Partnerships Operations
<b>Main Duties</b>	
<ul style="list-style-type: none"> <li>• Lead the development and implementation of Hope for Justice strategy that underpins strategic goals to accelerate income growth in a sustainable manner across a diverse range of trusts and foundations.</li> <li>• This strategy will require analysis of key activities, areas of required investment, KPIs and milestones as well as the projected growth of fundraising income.</li> <li>• Develop, implement and monitor annual operational plans and budgets. This will include producing up-to-date reports for management and the Board</li> <li>• Work alongside UK colleagues to develop and improve the effectiveness of the organization-wide oversight, monitoring and coordination of trusts and foundations fundraising and reporting.</li> <li>• Ensure that accurate and up-to-date information is maintained on all US submissions, grant-funded projects and donors in relevant databases and filing systems.</li> <li>• Work closely with Hope for Justice country directors and country staff in development and design program funding bids.</li> <li>• Develop and deepen existing US donor relationships, ensuring that the organization maintains effective communications and good relations with our donor partners, ensuring they are updated on our work and achievements.</li> <li>• Be responsible for the US Trusts and Foundations fundraising budget</li> <li>• Be responsible for the US Global Trusts and Foundations target</li> </ul>	



- 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

- To accelerate the growth of US fundraising across a diversified range of trusts and foundations income streams to achieve long term, sustainable income growth.
- To successfully reach agreed income targets.
- To ensure US Trusts and Foundations applications are accurately tracked and evaluating progress to target in line with the agreed reporting rhythm.

## Soft Skills

- Critical thinking / problem solving
- Ability to work under pressure & time management
- Teamwork
- Negotiation & conflict resolution
- Decisiveness
- Flexibility
- Leadership
- Organized and methodical
- Innovative and creative
- Decisive
- Discretion
- Integrity

## Technical Skills

- Understanding of different US fundraising income streams and ability to support fundraisers to prioritize effective strategies to access those streams
- Ability to lead, manage and motivate teams in a trusting and empowering manner
- A sound understanding of project management principles and experience in applying them, with the ability to manage multiple projects and stakeholders simultaneously.
- Excellent research and evaluation skills
- Excellent writing skills and attention to detail
- Excellent IT skills - experience of using fundraising databases

## Experience & Education

- Educated to Master's Degree level
- Minimum 5 years' experience in trusts and foundations fundraising, preferably in the International Development sector
- Proven track record of successful fundraising from charitable and corporate trusts and foundations.



- Experience in strategy development and implementation, engaging colleagues from across different teams
- Sound knowledge and understanding of modern slavery and human trafficking