

## INSTITUTIONAL FUNDING LEAD

<b>Duration:</b>	Fixed term – 12 months (Maternity cover)
<b>Salary:</b>	£54,000 per annum
<b>Job Level:</b>	3
<b>Hours:</b>	35 hours per week. Other flexible arrangements will be considered.
<b>Disclosure Level:</b>	Basic. This role involves some direct work with children.
<b>Reports to:</b>	Head of Foundation Partnerships.
<b>Location:</b>	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work, and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

## ABOUT THE TEAM

The Foundation Partnerships Team sits within the Partnerships and Philanthropy division. The team has built an impressive track record over recent years, securing significant new partnerships for both core UNICEF programmes and emergencies. As a team, Foundation Partnerships has fostered a strong, collaborative, and positive team ethos, which helps drive our ambitious plans for the next five years.

## ABOUT THE ROLE

The Institutional Funding Lead will be responsible for overseeing the Foundation Partnerships team's work with institutional foundations and statutory partners. This role also works with the Private Foundations Lead to support the Head of Foundation Partnerships in managing a growing team to deliver ambitious income targets in support of UNICEF's work for children.

### What we will expect you to achieve

- Manage a personal portfolio of institutional and statutory funders at the £1m+ level, ensuring all donors are giving at maximum capacity and receiving appropriate stewardship.
- Lead on building multi-million-pound growth opportunities through new business prospecting, securing high-value and long-term income from institutional and statutory funders.
- Have line management responsibility for the Institutional Funding Manager and Programme Funding Manager.
- Accurately budget, forecast, and identify risks and opportunities to deliver the team's agreed annual income targets.
- Develop strong relationships with colleagues and senior stakeholders across the organisation both in the UK and internationally.
- Work with the Head of Foundation Partnerships to develop the team strategy, which includes an annual plan, a five-year strategic plan, and KPIs. Be the liaison with UNICEF HQ on high-level activity and planning for institutional partnerships.

- Prioritise high level engagement strategies to achieve greater results for children.
- Support and deputise for the Head of Foundation Partnerships where necessary.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

## BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge, and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

### Effective behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Collaboration

- Values diversity, respecting and drawing on colleagues different perspectives, skills and knowledge.

Positive relationships

- Nurtures professional relationships with colleagues at all levels and with external contacts and partners to support the achievement of objectives.

Results focused

- Anticipates internal/external challenges that could impact Unicef UK's work and adapts approach accordingly.

Negotiating and influencing

- Uses a range of approaches to gain commitment, tailoring information in terms of content and format
- Maintains a win-win approach by balancing achievement of both Unicef UK's and our external partners' objectives

Resilience

- Remains positive and quickly recovers from setbacks, keeping problems in perspective

### Relevant experience

- A proven track record of securing and developing six and seven figure partnerships with institutional and/or statutory funders.
- Experience of strategic planning, developing and monitoring annual plans and income.
- Proven experience in supporting and motivating team members to spot and capitalise on opportunities, develop cases for support and engage new prospects.
- Practical knowledge and experience in senior stakeholder management.
- Experience of line management.
- Practical experience in grant management.