

## INSTITUTIONAL PARTNERSHIPS MANAGER

<b>Duration:</b>	Permanent
<b>Salary:</b>	£42,000 per annum
<b>Job Level:</b>	Level 4
<b>Hours:</b>	35 hours per week. Other flexible arrangements will be considered
<b>Disclosure Level:</b>	Basic. This role involves no direct or indirect work with children
<b>Reports to:</b>	Institutional Funding Lead, Foundation Partnerships
<b>Team:</b>	Partnerships & Philanthropy / Fundraising
<b>Location:</b>	Hybrid working from home and at 1 Westfield Avenue, London E20 1HZ

At the United Kingdom 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 United Nations Convention of the Rights of the Child and the Sustainable Development Goals, which recognise the universality of children's rights.

### ABOUT THE TEAM

The Institutional Partnerships Manager is a core role within the Foundation Partnerships Team, which sits within the Partnerships & Philanthropy division alongside the Corporate and Philanthropy teams.

UNICEF UK's Foundation Partnerships team builds and nurtures partnerships with like-minded institutions, trusts, foundations, and statutory bodies with the goal of unlocking funding for UNICEF's global mission to keep children, healthy, happy, and safe. These partnerships are key to support a wide range of UNICEF programmes in countries which have the greatest need.

### ABOUT THE ROLE

This post will be responsible for building and managing partnerships with key institutional partners and prospects, including Jersey Overseas Aid, Greater London Authority, and the Isle of Man Government. The postholder will be a proactive fundraiser who can work at pace and is confident at developing new partnership opportunities and building networks.

### What we will expect you to achieve

- Work with the Institutional Funding Lead to secure new partnerships with prospective statutory and institutional partners, prioritising strategic partnerships at the six and seven-figure level.
- Support, and lead where requested, the development of new funding bids by coordinating with other teams to produce proposal narratives, programme budgets, communication plans and other information as needed.
- Be at the forefront of latest donor trends and support the Institutional Funding Lead to explore new and innovative sources of funding, where requested.
- Manage a personal portfolio of existing institutional and statutory partners giving primarily at the six-figure level.
- Provide excellent grant management with responsibility for ensuring donors receive high-quality reports (narrative and financial), monitoring compliance with contracts, and effectively managing and communicating change to internal and external stakeholders.

- Retain and grow your caseload of existing partners by providing a consistently high level of donor stewardship, building strong relationships with partner focal points, and proactively exploring opportunities to grow and diversify partnerships.
- Work collaboratively with key internal stakeholders, including UNICEF's Country Offices, Regional Offices, and teams at UUK, to effectively manage all relevant internal processes (e.g. risk screening, fund transfers, legal agreements etc).
- Travel internationally where required (e.g. for donor visits).
- Play an active role in the Foundation Partnerships team, contributing to wider team and organisational initiatives as required.
- 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 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.

Analytical

- Analyse available information to make logical and sound judgments and question assumptions and seek further insight to inform decision making.

Efficiency and effectiveness

- Manage conflicting priorities to ensure that objectives are achieved and deadlines met. Suggest actions and work to adjust strategies and minimise risks to ensure the best results are reached.

Communication

- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support. Anticipates and responds to the needs of an audience, adapting content, style, language, and use of channel to deliver maximum clarity.

Collaboration

- Work autonomously or as part of a team by consulting with others and sharing expertise, know-how and ideas with colleagues for best results. Value diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge.

### Relevant experience

- Demonstrable experience of managing high-value strategic statutory and/or institutional partnerships.
- Demonstrable experience of robust programme and grant management, including managing budgets, monitoring risk, evaluation, and reporting for partnerships at the six and

seven-figure level.

- Demonstrable experience of producing a range of high-quality written communications and confidently engaging with donors.
- Demonstrable experience of producing complex and bespoke proposals for high-value funders