

PARTNERSHIPS MANAGER, Trusts & Foundations

Department: Partnerships & Communications

Place of work: London, UK

Duration: Permanent, full-time

Grade: 9

Salary: £35,815 - £39,000 per annum

Reports to: Head of Funding

About Water & Sanitation for the Urban Poor (WSUP)

WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities.

We work in seven countries in sub-Saharan Africa and Asia, supported by an office in the UK. Since inception we have helped 20 million people access better water and sanitation services. For more information about WSUP's vision and approach, see www.wsup.com.

About the role

This role will play a central part in WSUP's growth and achievement of our overall objectives, supporting WSUP's global funding strategy by managing existing and building new funding partnerships. The role holder will work to significantly increase and diversify the organisation's income base through proactive engagement with trusts & foundations.

The Partnerships Manager, Trusts & Foundations will work closely with the Head of Funding and other colleagues to sustain and develop core and programmatic support for WSUP through lead generation to identify and secure new partners, and cultivation and stewardship of current partners, maximising their support.

The post holder will support with development and implementation of funding strategies across the funder segments for which the post-holder is responsible. This will include developing strategies for revenue diversification and increased engagement with existing and prospective funders for these segments, both at an international and country level.

Application deadline

15th November 2020

Interviews

Week commencing 23rd November 2020

The full description can be downloaded from our website: <https://www.wsup.com/vacancies/>

To apply for this position, you should upload your resume and cover letter on the link above.

Please note: This job is based in the United Kingdom. **Applicants must have the right to work in the United Kingdom at the time of application.** Please do not apply if this is not the case.

Job Description

Overall purpose

The overall purpose of the job is to be a key part of the team responsible for funding for WSUP's work, with particular focus on working with trusts & foundations. This will include:

- New business and pipeline management
- Relationship management of new and existing relationships
- Grant management and compliance
- Budgets and financial management
- Data management and due diligence

Main responsibilities & tasks

New business and pipeline management

- Develop and implement the plans and donor journey for WSUP's engagement with trusts & foundations, to complement the global funding strategy
- Develop and deliver a proactive research and pipeline management plan, identifying promising prospective funders
- Support the Head of Funding in working with country teams to identify local funding opportunities
- Undertake funder research and network mapping, building the prospect pipeline and making approaches to increase funding for WSUP's work
- Take the lead in securing funding through managing the preparation, submission and follow up of funding proposals to relevant funders, including the development of high quality and compelling concept notes, proposals and pitches for opportunities
- Work with relevant colleagues on development of complex, multi-country bilateral / consortium / partnership proposals

Relationship management of new and existing relationships

- Maintain oversight of a portfolio of funders and grants for country programmes and projects, identifying priorities and gaps, and regularly briefing the Head of Funding
- Manage the stewardship of donor relationships through development of relevant communications and reports, including narrative reports and logical frameworks

Grant management and compliance

- Take overall responsibility for the grant management process, working with relevant colleagues to:
 - lead on negotiations and the contract review process
 - prepare and submit high quality, accurate and timely funder reports
 - regularly brief the Head of Funding on key risks, issues and mitigations
 - develop and embed best practices to meet funder compliance requirements
 - provide guidance to relevant teams to improve organisational understanding of the terms and conditions of grants and contracts

Budgets and financial management

- Work closely with the Finance and Programmes teams to ensure full cost recovery is built into all proposal budgets
- Deliver regular reports, analysis and income projections to the Head of Funding and Finance team
- Ensure best practice and policy adherence with WSUP's business ethics and procurement policies

Data management and due diligence

- Ensure systematic recording and tracking of supporter information, working within regulations (including GDPR and PECR)
- Ensure that due diligence on all funders is undertaken before submitting an application or accepting funding, flagging any risks to appropriate colleagues

Other

- Adherence to WSUP policies regarding safeguarding and Business Ethics
- Participate in sector conferences, workshops and workgroups as advocacy opportunities for promoting funding for WSUP's work
- Some overseas and UK travel may be required
- Any additional duties as may be reasonably required within the scope of the above

This document is not an exhaustive list of core elements of the role. This job description is a working document and may be amended from time to time by mutual agreement.

Person specification

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I), test (T) as indicated below.

Essential

Qualifications and experience	<ul style="list-style-type: none">– Experience of securing and managing funding from a range of major funders such as bi-laterals, multilaterals, corporates, statutory, trusts & foundations or high net worth individuals (A,I)– Experience developing complex grant applications including log-frame construction, knowledge of relevant awards structures, finance, contractual and compliance requirements, rules and regulations (A,I)– Experience of planning and budgeting processes, comprehensive understanding of financial reporting review and analysis (A,I)– Proven ability to provide clear guidance on donor policies, procedures or preferences (A,I)– Experience in writing compelling concept notes and proposals and delivering successful pitches to funders (A,I,T)– Experience identifying and researching new funding opportunities and building a pipeline of prospective funders (A,I)
Knowledge	<ul style="list-style-type: none">– Proven knowledge of relevant regulations relevant to this role, including GDPR and PECR (A,I)– Firm understanding of what motivates different funders and ability to tailor communications and applications accordingly (A,I)
Skills and abilities	<ul style="list-style-type: none">– Excellent and persuasive written and verbal English communication skills (including face to face and by telephone) (A,T)– Ability to take initiative, assess risk and make recommendations based on data and available information (I,T)– Proactive, results driven, proven negotiation skills (A,I)– Ability to work collaboratively with all departments across an organisation, building strong working relationships at all levels (I)– Resilience; a 'can-do' attitude; the ability to inspire people into action (I)– Meticulous attention to detail in all aspects of work (A,T)– Ability to work well under pressure, prioritise tasks and multi-task in a busy, fast paced environment (I,T)– Computer literate with excellent MS Office skills (Word, Excel and PowerPoint) and familiar using and maintaining databases (A,T)
Other	<ul style="list-style-type: none">– Commitment to the vision and aims of WSUP (A,I)– Adhering to WSUP policies regarding safeguarding and Business Ethics (A,I)

Desirable

Qualifications, experience, knowledge	<ul style="list-style-type: none">- Experience of working in a global team and providing support from a distance (I)- Understanding of funding and programme development in international development contexts and / or WASH (A,I)- Experience influencing people across all levels of an organisation (A,I)
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