

JOB DESCRIPTION

Job Title	Head of Partnerships
Grade	PO6
Department	Fundraising & Communications
Reports to	Director of Fundraising & Communications
Job Location	London office, Greenwich (working remotely as dictated by the coronavirus pandemic)
Duration	Permanent
Working Hours	Full time (equivalent of 37.5hrs per week)
Salary Band	£47,966-£50,981

JOB PURPOSE

For the last 40 years, across nearly 50 countries, we have led the global fight against hunger. We save the lives of children and their families. We are there for them before and after disaster strikes. We enable people to provide for themselves, see their children grow up strong, and build prosperous communities.

Over the last 20 years in the UK we have significantly grown the organisation as well as our Partnerships. In particular we are proud of the significant support we receive from those in food & hospitality sector, and the success of our flagship restaurant fundraising campaign Love Food Give Food.

This role is tasked with continuing to grow that strong base of support as well as diversify our supporter base with a high level of support from other sectors.

The Head of Partnerships also has an important role to play in quickly driving the growth of partnerships income as we emerge out of the challenges caused by the coronavirus pandemic in 2020 and that continue into this year.

Although 2020 was clearly a tough year for many, as an organisation we adapted and innovated well – and as the year ended we were able to celebrate a fair amount of fundraising success from new and existing partners.

A core challenge for the incoming Head of Partnerships in 2021 will be to build on this success and return to the path of growth we were on pre-covid. They will need to be ambitious, commercially minded, have the ability to lead a talented team and forge productive relationships both internally and externally.



KEY DUTIES AND RESPONSIBILITIES

Lead on the development and implementation of a strategic plan that sustainably drives the long-term growth of our portfolio of corporate partnerships.

Support the development of organisational and departmental strategic direction and plans, ensuring a culture that supports partnership, as well as organisational, objectives.

Lead the partnerships team to deliver excellent relationship management and maximise partner life-time value, whilst maintaining a strong and diverse pipeline of prospects in the order to secure new business targets.

Play an active role in growing the pipeline, securing high level new business, and account managing top tier partners.

Ensure all activities and products within the Partnerships team are informed by a detailed knowledge of our target audiences, and are authentic, inspiring and engaging.

Produce and manage team annual budgets and reforecasts. Lead on providing regular and quality financial, KPI, and commentary reports to organisational requirements.

Lead the Partnerships team to ensure targets are met, objectives are commensurate to resource, and activities are delivered on time to organisational quality expectations.

Regularly review and analyse performance, sector trends and the marketplace, identifying insight and learning that informs strategic direction and leads to measurable improvement.

Lead, manage and maintain an open, valued and positive team that is driven to increase its effectiveness. Ensure talented staff are developed, invested in, and retained, and that they are motivated to significantly contribute to organisational growth.

Play a leadership role across the organisation and as part of the Fundraising & Communications Department Leadership Team, working to create and maintain a positive, collaborative and effective department.

Represent the UK in the Action Against Hunger network's global partnerships team, identifying opportunities internationally to grow income and profile at a global level.

Develop networks within the charity sector as well as key target audience sectors (i.e. Food & Hospitality) to keep fully abreast of trends and forge beneficial relationships.

Ensure the Partnerships team is up to date and compliant with sector legislation and best practice (i.e. the Fundraising Regulator, GDPR, etc).



DIMENSIONS

Team leadership & Line-management. This role line-manages the three other members of the Partnerships team (all at Manager level).

Budget Management. 2021 annual budget = £1.3m income, £266k expenditure (includes team costs).

A willingness to work flexibly and attend events outside of core hours/weekends is occasionally required.

The post holder will be expected to adhere to the terms of the Action Against Hunger International Code of Conduct and associated policies, as a condition of their employment. All employees have particular responsibility for understanding and following protocols in relation to safeguarding (children and vulnerable adults), and protection from sexual exploitation and abuse (PSEA). Those in management positions are also responsible for ensuring that staff, volunteers, consultants and other key stakeholders are made aware of and supported in implementing these measures

You may be expected to undertake other duties that are commensurate with this role/grade.

DECISIONS AND JUDGEMENT

The job involves working within the overall policy of the organisation.

The work involves using wide discretion and initiative over a broad area of activity.

Recruitment and management decisions related to the team. Performance management of the team to the necessary and appropriate level.

Within Action Against Hunger's procurement guidelines, negotiate terms with suppliers and partners.

Ensuring all Partnership activities are compliant with relevant legal and best practice guidance.



PERSON SPECIFICATION

Qualifications / education required

Essential	<ul style="list-style-type: none">• None
Desirable	<ul style="list-style-type: none">• Educated to a degree level or equivalent experience gained

Experience required

Essential	<ul style="list-style-type: none">• Demonstrable interest and/or experience in international development.• Extensive experience of the UK fundraising sector with a demonstrated track record of successful fundraising results and income growth.• Managing and nurturing relationships with corporate partners for the long-term benefit of an organisation including producing coherent stewardship plans for individuals and organisations.• Substantial knowledge of and experience in corporate partnership fundraising.• Experience in securing and managing high-value partnerships and producing timely and accurate impact reports for supporters.• Experience of leading large scale appeals.• Proven track record in growing income and exceeding targets.• Proven experience in strategic planning, budgeting, benchmarking and monitoring performance across multiple channels, products and audiences, to include management of six figure income streams.• Significant demonstrable experience in developing new products, events or services from supporter insight.• Experience of playing a leading role in the development of a creative propositions that maximise return on investment whilst supporting the aims of the charity brand.• Experience in effectively leading and managing high performing teams.• Experience in communicating (both verbally and in writing) complex technical information into easily accessible material for supporters.• Demonstrable experience and/or personal commitment to promoting gender equality and diversity.• IT literate with good experience of MS Office and other relevant IT systems as appropriate for the role, and advanced skills in MS Excel.• Working with a database, preferably Raiser's Edge• A demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion
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Desirable

- Experience of working for an international NGO.
- A proven understanding of how data can best be used to support activities across Fundraising and experience of using supporter databases to drive supporter value.
- Experience of collaborating and implementing international fundraising and communication projects in collaboration with international colleagues.
- Track record of managing Charity of the Year partnerships to multi-million income.
- Proven experience of leading marketing campaigns across a range of channels including print, field, telemarketing and digital.

Competencies required

Ability to think strategically and make sound business decisions while balancing competing priorities.

Ability to evaluate decisions in the short, medium and long term.

Ability to identify key business opportunities and challenges and use these to guide innovation and manage change.

Strong financial management and risk management skills.

Excellent problem solving skills and ability to provide practical solutions.

Excellent leadership skills; to be highly articulate and credible at the most senior levels internally and outside the organisation.

Excellent management skills with the ability to set challenging objectives, recognise success, support and trust team members in all areas of work.

Sets clear, meaningful, challenging, and attainable personal goals that are aligned with those of the organisation.

Excellent negotiating and influencing skills to maximise support from donors and key stakeholders.

Performance driven with the ability to analyse and monitor figures and activities and focus on reaching individual and team targets.

Demonstration of an international outlook and comfortable working across different cultures and levels of society.

Flexible and adaptable to changing needs and responsibilities.

Responds positively to change or set-backs with increased efforts and encourages others to do so.

Displays a positive attitude about the work to be done, supporters, co-workers, and employer policies.

Committed to Action Against Hunger's vision, mission, values and Charter of Principles.



Agreed	Matthew White, Director of Fundraising & Communications
Date	March 2021
Authorised	Maria Franklin, Director of Human Resources
Reviewed on	March 2021