**ROLE PROFILE**

**Senior Programme Fundraising Manager (Statutory/Institutional)**

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| **Job Title** | Senior Programme Fundraising Manager |
| **Reporting to** | Head of Programme Fundraising |
| **Line Management responsibility** | No |
| **Salary** | c. £50,000 depending on experience |
| **Location** | Flexible, with some travel to London required |
| **Key accountabilities**  |
| **Job purpose**The British Asian Trust (BAT) is in a dynamic and exciting period of growth. The Senior Programme Fundraising Manager (Statutory/Institutional) will play a key role in growing BAT’s income from government, bilateral and multilateral donors, particularly for the organisation’s social finance work in South Asia. The role will be responsible for the effective management of existing high value grants, including ensuring compliance with all donor contractual requirements and building relationships with these key stakeholders. In addition, the post holder will be responsible for securing new grants from high value sources with a strong focus on BAT’s social finance products and programmes.Social finance models blend social returns with financial returns and address challenges of traditional philanthropy. They use catalytic capital from public or philanthropic sources to increase private sector investment in sustainable development. Social Finance models have the potential to help unlock capital to address the $2.5 trillion annual SDG funding gap and address challenges of traditional philanthropy.The British Asian Trust is at the forefront of developments in social finance, recognising that traditional philanthropy alone will not succeed in tackling the root causes of poverty and inequality in South Asia. We convened and fundraised for the worlds’ largest education development bond– the $11m Quality Education India DIB with global partners, such as the Michael and Susan Dell and UBS Optimus Foundations, the FCDO, Comic Relief and BT. We are currently developing multi-million dollar skilling and education related products across South Asia, with a focus on women’s empowerment.The post holder will work closely with the Executive Director of Social Finance, India Director and Head of Programme Fundraising, in particular, to initiate new donor engagement, sustain relationships, and coordinate the development of funding applications. This is a senior role that is expected to engage at strategic levels to influence BAT’s fundraising from institutional donors and how we develop and deliver our programmes to meet their requirements.**Main responsibilities****Institutional Grant and Relationship Management:*** Maintain and develop a portfolio of high value institutional donors (currently includes USAID and FCDO) in order to grow BAT’s programmes in South Asia
* Ensure effective grant and partnership management, working collaboratively with programme leads, country directors and communications staff, incl. ensuring compliance with all contract requirements, reporting and delivery of all partnership commitments, including match funding or other fundraising requirements
* Ensure stand-out donor stewardship and advise Programmes and Country team staff on meeting donor contract and administrative requirements
* Stay up to date on donor focus areas, funds and developments and advise BAT country programmes and senior leadership on how to meet those needs
* Support internal stakeholder leads (incl. the Chief Executive, Executive Directors and Trustees) to effectively manage donor relationships for which they are responsible, incl. drafting correspondence and writing meeting briefings
* Maintain appropriate donor records (on the CRM database as well as files) and support in the development of improved systems or processes for managing high value institutional grants effectively.

**Grow organisational income from institutional donors:*** Proactively research, identify and advise on institutional funding opportunities (including trusts, foundations and other high value sources as required)
* Maintain up to date information on donor priorities, strategies and activities pertaining to BAT’s programmes and ensure senior management and Country Directors are briefed
* Work with other internal Stakeholder Leads and wider teams to develop and implement effective engagement strategies, based on the research, including supporting senior management and trustees to initiative and manage key relationships
* Track grant and commercial contract opportunities pertaining to BAT’s work, preparing opportunity briefings and analysis for senior decision makers
* Work collaboratively and productively with programmes teams and in-country staff, and senior management, to develop and submit funding bids to meet targets
* Manage and maintain effective prospect records and pipelines on the CRM database (Salesforce)
* Proactively research, network and engage with key sector stakeholders and groups to identify and pursue funding opportunities and strategic partnerships in line with the organisational strategy, collaborating with programmes and senior staff as appropriate

**Other:*** Compile accurate queries, reports and summaries as needed for the Head of Programme Fundraising and Director of Fundraising
* Support the development and implementation of systems, processes, and practices necessary to ensure that we deliver first class management of our funding partners
* Contribute to overall strategic and financial planning as required
* Participate in team meetings and events
* Actively contribute to and support wider BAT activities and initiatives, particularly with regards to income generation and communications
* Consistently demonstrate the values and principles of British Asian Trust in all its activities
* Other duties as required by the line manager commensurate with the post
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| **Key relationships****I**nternal: Director of Fundraising; Head of Programme Fundraising; Executive Director – Social Finance; Programme Fundraising Manager; Head of Programmes; Programmes staff in-country and the UK; Fundraising Team; Communications TeamExternal: BAT funding partners, including Trust and Foundations, corporate and statutory donorsProgramme Partners including; NGO’s, private sector companies and academic institutionsBAT Service Providers, such as IT and database support |

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| **Job-related knowledge, skills and experience**  |
| **Essential:*** Significant experience with demonstrable progression in an institutional fundraising (preferably working with bilateral and multilateral donors) or similar role
* Strong track record of managing complex strategic partnerships and programmes with bilateral and multilateral donors, including managing consortiums, donor compliance, and reporting requirements
* Strong track record in securing high value (seven figures and above) grants from bilateral and multilateral donors, including demonstrable ability to independently manage the fundraising process from research/identification to grant management
* Demonstrable experience project managing complex bid development and writing successful fundraising bids for bilateral and multilateral grants and/or commercial contracts
* Demonstrable ability to communicate effectively with a wide range of internal and external stakeholders, adapting style and approach to stakeholder needs
* Demonstrable knowledge of global bilateral and multilateral development donors, their strategic priorities, funding mechanisms and decision-making processes
* Demonstrable experience of managing high-level internal and external stakeholders (including chief executives and trustees) to engage and drive funding opportunities and relationships
* Demonstrable ability to proactively manage a funding pipeline for programme priorities, including reporting to senior stakeholders against targets and pipeline strength

**Desirable:*** Knowledge and/or experience in the development sector
* Knowledge, experience and/or passion relating to BAT’s programme areas (livelihoods, education, anti-trafficking, mental health, conservation) and/or countries in South Asia, particularly India, Pakistan and/or Bangladesh
* Particular expertise and passion for driving new business (funding) opportunities
* Knowledge and/or experience of the social finance sector or results-based-finance

**Key skills required for the role:*** Excellent organisational and time management skills
* Excellent stakeholder and relationship management skills
* Excellent written and verbal communication skills
* Ability to prioritise work and work well under pressure
* Ability to work methodically and with high attention to detail
* Good working knowledge of database, spreadsheet and word-processing software
* Ability to problem solve and troubleshoot
* Ability to demonstrate a flexibility of approach and work effectively as part of a team
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