

**Senior Programme Fundraising Manager**

<b>Job Title</b>	Senior Programme Fundraising Manager
<b>Reporting to</b>	Head of Programme Fundraising
<b>Line Management responsibility</b>	Yes, currently one Programme Fundraising Manager
<b>Salary</b>	c. £55,000 depending on experience
<b>Location</b>	A minimum of 2 days a week (Tues and Wed) in the London office required, otherwise flexible

**Key accountabilities**
**The British Asian Trust and the purpose of this job**

The British Asian Trust is one of the most exciting and innovative charities in the country. We maximise the support of the South Asian diaspora to drive positive change across South Asia (India, Pakistan, Bangladesh and Sri Lanka), working to ensure that everyone is free from poverty and able to meet their full potential.

The scale and complexity of the challenges in South Asia demand innovative and ambitious approaches to tackling them. We work in partnership with others to design and deliver programmes, raise funds and convene partnerships that combine new social finance tools, philanthropy and technology to deliver impact at scale.

In recent years we have experienced substantial growth, with organisational annual turnover increasing from £6m in 2018/19 to £23m in 2021/22. We have also secured a number of significant multi-year, multi-million-pound partnerships that enable us to deliver large-scale and impactful programmes, including our \$50m Child Protection Fund partnership with the Children's Investment Fund Foundation (CIFF) in India. The aim of this programme is to make a substantial impact in reducing child labour, child marriage, child trafficking and online child sexual abuse. As part of this partnership, we have a target to raise \$20m over the next four years that will be matched by CIFF.

The Senior Programme Fundraising Manager will secure new strategic funding partnerships to meet BAT's ambitious funding targets, with a particular focus on the Child Opportunity Fund in India (50% of time initially). The role will be responsible for the effective management of a small number of existing partnerships with trust and foundation donors, but this will be a largely new business role, helping BAT to grow our funding partnerships (primarily trusts and foundations, but may be other high value sources as required) from key markets in the UK and globally.

Reporting to the Head of Programme Fundraising, the post holder will work closely with BAT's Leadership and Programmes teams, particularly the Child Opportunity Fund team and appeal leadership, to initiate new donor engagement, sustain and grow relationships, and coordinate the development of funding applications. This is a senior role, responsible for line management of the Programme Fundraising Manager, and expected to engage at a strategic level. You will work closely with the Head of Programme Fundraising to develop the Programme Fundraising Team's new business strategy and how we develop programmes to meet the needs of the funding market.

This role presents the opportunity to be at the cutting edge of international development programmes and funding. We are looking for a successful fundraiser who will enjoy the challenges of being a pioneer and has the drive and diligence to help us grow and succeed.

**Main responsibilities**
**Secure new funding for BAT's programmes in South Asia:**

- Proactively research, identify and advise on 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 initiate 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 donor records and pipelines on the CRM database.
- 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.
- Lead BAT's engagement with relevant funder networks and platforms, as appropriate, identifying and driving areas of collaboration (such as thought leadership events or publications) to raise BAT's profile within these spaces.

**Grant and Relationship Management:**

- Maintain and develop a portfolio of high value donors in order to grow BAT's programmes in South Asia, with a particular focus on the Child Opportunity Fund in India.
- 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.
- 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 accurate and appropriate donor records.

**Strategy and management:**

- Line management of the Programme Fundraising Manager.
- Support the development of the Programme Fundraising Team's new business strategy, working closely with the Head of Programme Fundraising and the wider Programme Fundraising team.
- Compile accurate queries, reports and summaries as needed for the Head of Programme 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.

**Other:**

- 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.

**Key relationships**

Internal: Head of Programme Fundraising; Executive Director – Social Finance; Programme Fundraising Team; Social Finance Team; India and Pakistan Directors; Programmes staff in-country and the UK; Fundraising Team; Communications Team

External: BAT funding partners, including Trust and Foundations, corporate and statutory donors Programme Partners including; NGO's, private sector companies and academic institutions BAT Service Providers, such as IT and database support

**Job-related knowledge, skills and experience****Essential:**

- Significant experience with demonstrable progression in a high-value institutional fundraising (large trust/foundations, corporate foundations, government) or similar role, securing grants of six and seven figures and above.
- Particular expertise and passion for driving new business (funding) opportunities.
- Strong track record in meeting fundraising targets and developing creative, strategic plans for engaging donors to meet those targets.
- Strong track record of securing high value grants (six and seven figure) from institutional donors, including demonstrable ability to independently manage the fundraising process from research/identification to grant management.
- Experience project managing complex bid development and writing successful fundraising bids for trust and foundation or other programme-focused donors.
- Ability to work at pace and collaboratively to achieve targets.
- Ability to communicate effectively with a wide range of internal and external stakeholders, adapting style and approach to stakeholder needs.
- Experience of managing high-level internal and external stakeholders (including Chief Executives and trustees) to engage and drive funding opportunities and relationships.
- 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, in particular programmes working with children and young people
- Knowledge of global development donors, their strategic priorities, funding mechanisms and decision-making processes
- Knowledge, experience and/or passion relating to BAT's programme areas (particularly child protection) and/or countries in South Asia, particularly India, Pakistan and/or Bangladesh

**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