



Job Title	Senior Philanthropy and Partnerships Manager
Reports to	Head of Fundraising and Development
Location	Croydon (hybrid, with flexible working options)
Salary	£45,000
Hours	Full time at 35 hours per week – permanent contract
Direct reports	None

Overview

Founded in 2004, Young Roots supports young refugees and asylum seekers aged 11-25, in London, to improve their wellbeing and fulfil their potential. We provide direct services including youth and sporting activities, one-to-one intensive Casework support, access to therapeutic and legal support, English-language learning and youth leadership. We have offices in and run parallel services in Croydon and Brent supporting hundreds of young refugees annually, as well as a more recently launched programme in Kings Cross.

Our strategic plan 2021-2024, states our ambition to draw on our deep understanding of the challenges young refugees and asylum seekers face to advocate for better systems and policies, both locally and nationally, with and for the young people we support and the wider community of refugees and asylum seekers in the UK. This work has never been more needed, and we have recently launched our Policy & Campaigns work.

This is an exciting time to be joining Young Roots. Over the past six years we have significantly grown our reach, our impact and our income. We will soon be developing our new strategic plan and fundraising strategy for the next three years. It is also a time of change as we adapt and respond to the challenges of the new 'Illegal' Migration Act and its impact on those we support.

Purpose of the Role

The Senior Philanthropy and Partnerships Manager is responsible for managing, developing engagement, and retaining relationships with trusts & foundations, corporate partners, and major donors, in line with Young Roots' vision, mission, and strategy. This role will be key to delivering our fundraising strategy, ensuring Young Roots' continued responsiveness to the changing needs of young refugees and our financial sustainability.

The purpose of the role is to:

- Develop and deliver Young Roots' trust & foundation, corporate and major donor strategies.
- Manage a large portfolio of trust & foundation partners, and cultivate, retain and develop trust & foundation relationships.
- Cultivate, retain and develop corporate partnerships.
- Cultivate, retain, and develop major donor relationships.
- Contribute to cross-organisational projects, including the successful delivery of communication campaigns and events, and the development of new projects and initiatives in partnership with our delivery teams.

Key Responsibilities

Trust & Foundation Fundraising (0.7)

- Identify, research and prioritise a robust pipeline of prospects, and track their strategic and funding priorities and opportunities for engagement.
- Assess medium-to-large/complex grant funding opportunities against organisational requirements to determine fit.
- Plan and develop high-quality proposals to medium-to-large/complex grant programmes from trusts, foundations and statutory funders.
- Produce accurate, informative written progress reports for funders in line with requirements and deadlines, including liaising with operational staff to collect the required information.
- Develop and manage positive and strategic relationships with funders through a combination of direct contact, motivational proposals, and informative reports.
- Ensure prospect and funder records are accurately recorded and maintained on Young Roots' CRM system to ensure excellent stewardship and compliance.

Corporate Fundraising (0.2)

- Be the Account Manager for our existing Charity of the Year partnerships, developing motivational and supportive relationships.
- Work closely with the Head of Fundraising & Development to identify and respond to new corporate partnership opportunities, aligned with Young Roots' values and ethics.
- Lead on the development of high-quality materials and assets for proposals and applications, and presentations for corporate engagement.
- Develop a programme of engagement opportunities with corporates, informed by the delivery teams and aligned to young people interests, wishes and needs.

Major Donor Fundraising (0.1)

- Develop and implement clear strategies for the effective management and cultivation of Young Roots' existing and prospective major donors.

Other

- Build excellent relationships with colleagues from other departments including our Finance and Delivery teams to formulate and present compelling case for support.
- Make a strong contribution to the wider objectives of the Fundraising & Development team, maintaining positive and collaborative relationships with colleagues and volunteers.
- Stay abreast of changes and trends in fundraising practice to continually optimise performance, as well as ensuring compliance with changing regulations, including GDPR.
- Develop an excellent working knowledge of the challenges faced by young refugees and asylum seekers in the UK and the work of Young Roots in positively addressing their needs.

Other responsibilities

- Commitment to Young Roots’ mission and to working within our values at all time
- Participate in training and other activities as agreed with your line manager
- Participate in regular one-to-one meetings, project planning, team and external meetings as agreed with your line manager
- Read, understand and agree to Young Roots’ Child & Vulnerable Adult Safeguarding policy
- Read, understand and implement the Young Roots’ Equal Opportunities and Youth Participation statement.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Person Specification

Experience	Demonstrable track record of securing six-figure and multi-year grants from trusts & foundations	E	A, I
	A proven track record of meeting agreed targets and generating high-value income through compelling funding proposals, pitches and presentations	E	A, I, T
	A proven track record of negotiating corporate partnerships and contracts	E	A, I
	Demonstrable experience of maintaining successful relationships with trusts & foundations, corporates and major donors	E	A, I
Knowledge	Compliant with The Code of Fundraising Practice and other relevant legislation and best practice such as GDPR and GiftAid	E	A, I
	Strong understanding of how charities demonstrate impact	E	A, I
Skills	Ability to create and deliver operational plans and strategies	E	A, I
	An outstanding communicator with the ability to persuade, motivate and inspire whilst also delivering clear, concise messages to diverse audiences	E	A, I
	Proven financial acumen to comfortably work with complex budgets	E	A, I
	Ability to prioritise demanding workloads, and work under pressure to tight deadlines to achieve income targets and objectives	E	A, I
	Excellent interpersonal and verbal communication skills with the ability to influence internal and external stakeholders	E	A, I
	Ability to assess, comprehend and manage complex written and financial information quickly and accurately	E	A, I
	Effective time management and organisational skills including the ability to manage a significant workload with competing priorities	E	A, I
	High level of technical ability in the use of Microsoft Office packages and CRM databases	E	A, I
Personal Attributes	Strong understanding and empathy for the issues faced by young refugees and asylum seekers	E	A, I
	Demonstrable passion for and commitment to Young Roots’ vision, mission and values	E	A, I
	A pro-active approach, self-motivated and enthusiastic with initiative and commitment to achieving results	E	A, I
	Commitment to understanding and actively promoting the principles of equal opportunities	E	A, I
	Commitment to the principles of youth participation	E	A, I

What Young Roots offers

Hybrid working: Young Roots has adopted a hybrid model of working. Our Head Office is in Croydon with a further office in Brent. Non-delivery staff are expected to be present in the office 1-2 days per week. Young Roots recognises the benefits of working remotely, both in terms of work focus and of work-life balance. Specific working patterns and arrangements will be agreed with the line manager at the commencement of the contract.

Working hours: The post-holder may on occasions be required to attend events held outside office hours, or to work additional hours at key times. We offer a TOIL (time off in lieu) scheme to reflect this.

Benefits

- 25 days annual leave, increasing by a further day, after each year of service, up to a maximum of 28 days. We give an additional 3 days off between Christmas and New Year and have recently introduced a further day off in the week of people's birthdays. Annual leave is flexible, and up to 5 days can be carried forward.
- 5% employer pension contribution.
- A comprehensive Employee Assistance Package, and a staff/trustee Wellbeing committee with a focus on staff wellbeing.
- Opportunities to be involved in our youth activities, visit our projects and connect with the essential work we deliver to our young people. We want all of our staff to feel committed to the work we do.
- Regular staff away days to connect with colleagues and contribute to our strategic direction.
- Bright, airy and accessible new office space by East Croydon train station.

A Diverse and Inclusive workplace

At Young Roots, diversity, equality, and inclusion are central to our values and how we work. We are proud of our commitment to diversity, equity and inclusion and have a DEI committee to guide and lead our organisation. The committee is made up of trustees and staff members to ensure we reflect our commitment at all levels of Young Roots.

Excellent Development and Growth Opportunities

- We are committed to the continuous learning and development of all staff to enable people to develop individual skills and realise their full potential.
- We aim to engage all staff in training and ensure you get the training you need to do your job well.
- Young Roots is committed to its responsibilities under safeguarding and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory DBS disclosure, as well as a need for full employment history and up to date employment references. Please note, we are only able to accept applications from candidates who are eligible to work in the UK. We are unable to progress applications which would require sponsorship.

Young Roots is an equal opportunity employer. People with lived experience of the asylum system, from Black, Asian and minority ethnic backgrounds, LGBTQIA+ individuals and people with disabilities are strongly encouraged to apply.