

THE DIANA AWARD_

FUNDRAISING & PARTNERSHIPS OFFICER



Job Title	Fundraising & Partnerships Officer
Reporting To	Head of Fundraising and Partnerships
Direct Reports (if applicable)	N/A
Salary per annum	Up to £36,000, dependent on experience/location
Internal Job level	2B
Contract length	Initial contract length: 2 Years with view to extend in line with funding
Hours	37.5 Hours per week
Location	London Office // UK-based hybrid working
Desired Start Date	As soon as possible, early 2024

ABOUT THE DIANA AWARD

Young people’s desire to tackle discrimination and injustice is demonstrated clearly in their strong involvement in movements like Black Lives Matter, the Youth Climate Strike and #MeToo. Young people are driving positive change. And yet their voice is still excluded from important conversations about how to build a just society, especially post-pandemic recovery. We support young people to make positive change by:

Unlocking Potential: With support, guidance, and opportunities every young person can reach their full potential, ensuring no young person is left out or left behind.

Creating Opportunities: Young people deserve a seat at the table to shape decisions about our shared future. Their voice enriches decision-making and inspires us all to do more and do better.

Inspiring Action: With the right support and advocacy, young people have the passion, energy, and insight to lead the change they want to see, for themselves, their communities, and the world around them.

Throughout all of our programmes, ‘change’ for and by young people is central. Our **Anti-Bullying** work encourages change in attitudes and behaviours for young people by young

people, our **Mentoring** schemes guide change for some of the UK's most marginalised young people, and our flagship **Award and Development** programme recognises the young people driving selfless change across the world, supporting them to go even further. In 2021 we launched our newest initiative, 'Young Changemakers', in collaboration with UK Youth and Centre for Mental Health to change the inequalities in mental health experienced by young people from racialised communities.

We have an ambitious five-year strategy (2021-2026) which requires innovation, talented people and robust practice. We want to build our band as one of the UK's leading and trusted youth movements and enhance our expertise and profile as a platform and catalyst for youth-led social action. We will increase our voice and influence on policies that affect the young people we work with and their ability to effect social change.

Our goal is to be innovative and adaptive to the ever-changing cultural landscape, using digital technology to create the change we want to see across society. This will cut across all aspects of our work from our infrastructure to communications, fundraising and supporting our online communities.

We are building a long-term, financially sustainable organisation that remains unique, relevant, and compelling in a competitive landscape. We want to continue to be outcome-focused and youth-led in everything we do.

Most importantly we will continue to ensure our staff, volunteers and young people will feel valued, rewarded, included, and inspired. Learn more about where we are headed by reading our [Future Forward strategy 2021-26](#)

COMMITMENT TO INCLUSION, ANTI-RACISM, EQUITY, JUSTICE

As an organisation, The Diana Award is committed to anti-racism, social justice and building and developing a workforce which reflects the diversity of the young people we support. We are proud to be an equal opportunities employer that values and respects the people who work for us. We seek to ensure all job applications are treated fairly, with respect and without bias.

We positively encourage applications from suitably experienced candidates regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, or pregnancy and maternity.

ROLE SUMMARY

This is an exciting time to join The Diana Award in a new role in a newly established small fundraising team as we look to build on the successes of our current partnerships with well-known funders and corporate partners.

You will be an ambitious and passionate Fundraiser, excited about our work and the opportunity to help us attract new income to support more young people across the UK and internationally.

You will play a key role in supporting our Head of Fundraising and Partnerships to increase and diversify the types of income The Diana Award attracts, collaborating on **a range of**

income generating activities and **offering a unique partner experience** to your portfolio of stakeholders.

You will have experience of working on successful funding bids and supporting powerful partnerships, be passionate about supporting young people.

You will join and thrive working in a dynamic, ambitious, and creative organisation, with the opportunity to learn more about youth work and social action through fundraising and other professional specialisms.

JOB DESCRIPTION

INCOME GENERATION

- Work alongside the Head of Fundraising and Partnerships Management on the implementation of the fundraising strategy, in line with changing landscape with a core focus on trusts and foundations, corporate partnerships, company giving and general appeals;
- Collaborate on ideas for creative sponsorship and funding opportunities in line with our strategic ambitions, supporting with the creation and presentation of funding proposals and identifying suitable donors and sponsors;
- Work with key stakeholders, including our policy and programme delivery teams to scope and develop exciting new project proposals;
- Maintain an effective database of contacts and stakeholders.

PARTNERSHIPS MANAGEMENT

- Support the management of existing donor relationships through working closely with the Programme Management Teams across the organisation;
- Ensure all funding and sponsorship terms and conditions are acknowledged, recorded and completed in a timely fashion;
- Accurately maintain and update records and databases, ensuring compliance with internal policies and procedures as well as any legal requirements;
- Contribute to high-quality donor stewardship for existing and new partners, through timely communication, gift acknowledgement, and tailored stewardship plans.

STRATEGIC SUPPORT

- Work closely with other key functions and Teams on cross-team and organisation-wide initiatives as relevant, e.g., on workplace culture, capacity building;
- Responsible for managing the Fundraising team inbox, ensuring any queries and requests are responded to or escalated in a timely manner;
- Represent the organisation externally as required;

OTHER RESPONSIBILITIES

- Stay abreast of donor trends, youth empowerment, and other topics relevant to the role and the organisation;
- Adhere to The Diana Award's safeguarding policies and procedures, escalating any issues arising to the Designated Safeguarding Leads.

- Undertake any other reasonable duties as may be required including occasional travel around UK or abroad necessitating overnight stays

PERSON SPECIFICATION

If you are interested in applying and are passionate about the work we do, but aren't sure that you have all of the skills and experience, please do still apply. We are open to learning on the job and supporting the development of the successful candidate so that they are able to do the job to the best of their ability.

EXPERIENCE

- Contribution to / previous experience working on Successful income generation and development activity, including funding applications, managing key partners, supporting with delivering on income generation strategy, leading income generation initiatives on time and within budget to the satisfaction of all parties;
- Experience developing fundraising material to prospects and funders, including pitch decks, periodic updates, and other donor-specific communication support;
- Experience working with at least one of the following income streams: Trusts & Foundations corporate fundraising, and/or individual giving, and willingness to explore other income streams as per business needs.

KNOWLEDGE

- Good knowledge of the third sector, in the UK and/or Europe/abroad;
- Knowledge of budget and financial management, including monitoring and reporting on budgets;
- Knowledge and understanding of restricted and unrestricted funding.

SKILLS

- IT and database management skills, including Microsoft365, and using CRM databases.
- Excellent organisational, and planning skills and ability to set and meet deadlines.
- Excellent written and verbal communication skills including confident presentation and influencing skills, and the ability to write persuasive and engaging content
- Excellent decision-making and the ability to exercise sound judgement;
- Excellent interpersonal and relationship building skills across internal and external stakeholders, with different functions/teams, and at different seniority levels,

PERSONAL QUALITIES

- Passionate about social justice and supporting young people to reach their full potential;
- Entrepreneurial, innovative, personable, collaborative, and good at working both in a team and under your own initiative;
- Flexible and dynamic, with an ability to adapt and respond quickly to a fast-changing environment
- Able to quickly build credibility internally and externally
- Open-minded and able or willing to thrive in a multicultural, diverse team, workplace, and network of partners.