



Do you want to help millions of women in some of the world's poorest countries succeed as entrepreneurs and work their own way out of poverty?

We're looking for someone to join our well-connected, award-winning fundraising team. If you think you can help us secure five- and six-figure donations from trusts and foundations, corporates and major donors – and, even more importantly, teach us some new tricks while you're at it – we'd love to hear from you.

## PARTNERSHIPS AND PHILANTHROPY OFFICER

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<b>Reports to:</b>	Partnerships and Philanthropy Manager
<b>Location:</b>	Hybrid. We work in our central office in Baker Street, Marylebone (London) 3 days a week, and 2 days from home.  Some overseas travel will be part of your role.
<b>Contract:</b>	Permanent, full-time. We invite you to raise suggestions for compressed hours.
<b>Languages Required:</b>	English, additional languages an advantage
<b>Starting Date:</b>	As soon as possible
<b>Salary:</b>	£29,000 - £38,000, depending on candidate experience

*We treat all applications equally, however we actively encourage applications from people from black, Asian and minority ethnic backgrounds, people who identify as LGBT+, who have a disability, as well as those from a working-class background, as these groups are currently under-represented in the charity sector. Our aim is to become a truly inclusive organisation, with a workforce as diverse as the communities we serve.*

## Background

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At Hand in Hand, we help women beat the odds and succeed as entrepreneurs. The money they earn and the confidence they gain changes everything. Whole families and communities rise with them.

Since 2003, from Afghanistan to Zimbabwe, we've helped more than 3 million women launch small businesses that can stand the test of time. Some are smallholder farmers learning to stand up to climate change. Some are refugees starting a new life after running from conflict. Others are young women and girls with few opportunities starting to dream – and plan – for the future.

Our members' achievements (so far) include:

- 4.3 million new and improved enterprises
- 6.2 million new and improved jobs
- +217% average increase in monthly income
- 84% of women with more freedom and influence at home

Hand in Hand International is based in Baker Street, central London, with a flexible working policy that includes work-from-home Mondays and Fridays. Our team works with partners throughout the global Hand in Hand network, specialising in fundraising, strategic and programmes advice, and donor relations.

Hand in Hand is looking for an ambitious, confident Partnerships and Philanthropy Officer to join our award-winning fundraising team. You will play an important part in raising funds for our network, supporting our commitment to achieve maximum impact for Hand in Hand members. Your key focus will be identifying, cultivating and securing donations from trusts and foundations, corporates and major donors. This role is highly international, working with colleagues across Afghanistan, Kenya and Tanzania. You may therefore be required to travel.

### Why work at Hand in Hand?

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**Work-life balance:** We offer home working as standard on Mondays and Fridays. Flexible working requests (including compressed hours) will be considered for all roles.

**Positive, inclusive culture:** Being an employer of choice is one of Hand in Hand's six strategic goals. We aim to have an 80% recommender score (measured via our yearly staff survey). We believe diversity drives innovation and excellence and aim to recruit 33% of all new roles from groups that are traditionally underrepresented in the charity sector.

**Family-friendly workplace with sector-best parental leave:** Hand in Hand is committed to financially empowering families and breaking down restrictive gender stereotypes. We offer employees **parental leave at 20 weeks' full pay or equivalent to new mothers or primary caregivers and 13 weeks' full pay or equivalent to new fathers or secondary caregivers** (this also applies for adoption and surrogacy). We also offer five days paid dependents' leave per year.

**International travel:** Visiting our programmes and meeting the entrepreneurs we support is one of the most exciting and rewarding parts of working for Hand in Hand.

**Pension contributions (above and beyond the norm):** Join our team and we'll pay 6.5% of earnings into your pension each month. That's more than double the legal requirement of 3%, and almost a third more than the UK average of 4.5%.

**Working from home stipend:** We provide a monthly contribution towards working from home.

**Cycle to Work scheme:** Receive a bicycle worth up to £1,000 tax-free, repaid over 12 months by means of salary sacrifice.

## Our culture

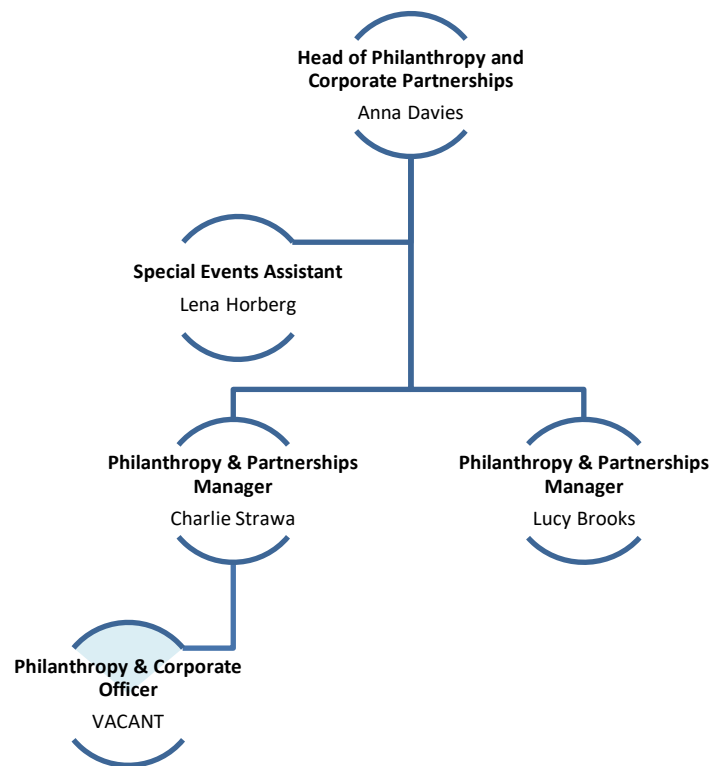
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We believe collaboration is the key to creating change, and, as part of a global organisation, work with colleagues in Kenya, Tanzania, Afghanistan, Sweden, Germany and the US to create and deliver world class programmes. Our open organisational structure encourages cross-team working – from programmes and fundraising to communications and events.

Like the women we support, Hand in Hand is entrepreneurial by nature. We're lean, results-focused and excited by innovation. Got a great idea? Let's try it! There's no stifling bureaucracy here.

## Our Philanthropy and Partnerships team

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## Duties and responsibilities

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As a results-focused, entrepreneurial organisation, we would expect you to make the role your own, but the following duties are certainly part of it:

**Fundraising:**

- Grow Hand in Hand's income, securing five- and six-figure gifts from new and existing donors.

- Actively seek new funding sources and work to manage a healthy prospect pipeline, securing meetings with prospects using desk research and networking.
- Brief and support Partnerships & Philanthropy colleagues and senior team members ahead of donor meetings and events.
- Lead and support proposal development in collaboration with UK-based colleagues and in-country teams, including writing narrative proposals, preparing logical frameworks and budgets.
- Build relationships with a portfolio of donors through reporting, calls, meetings and events to update on project progress to secure further donations.
- Work with in-country teams to support transition of funded projects to implementation, including supporting the development of project planning tools.
- Ensure effective delivery of a small portfolio of grants, working closely with the Partnerships & Philanthropy Manager to check projects are achieving key milestones and that day-to-day activities are on track, bringing in technical support where needed.

#### **Relationship Management:**

- Create advocates by ensuring that all supporters have a rewarding experience of supporting Hand in Hand International.
- Build strong relationships with all network colleagues across Hand in Hand, to identify funding opportunities, and ways to involve supporters.

#### **Communication:**

- Confidently communicate Hand in Hand's cause and mission, inspiring support at the highest level, of the need of women's economic empowerment through entrepreneurship and the complexities of regenerative agriculture and gender equity in the areas we work.
- Ensure funding proposals and reports are of the highest standard and aligned to Hand in Hand International's long-term goals.

#### **Strategy, Planning and Reporting:**

- Work closely with the Partnerships and Philanthropy Manager and Head of Philanthropy and Corporate Partnerships to gather accurate information from across Hand in Hand international's team and network to develop compelling cases for support and an unrivalled supporter experience.
- Use time and resources efficiently to develop a productive prospect pipeline and generate momentum across your portfolio.

#### **General responsibilities:**

- Maintain records on the organisation's Customer Relationship Management (CRM) database and other reporting tools.

- Develop an understanding of the landscape of international development, women's economic empowerment and regenerative agriculture.
- Respect and meet professional standards in Fundraising and Data Protection, as published by the Institute of Fundraising and the Fundraising Regulator.
- Follow Hand in Hand's policies and procedures, including safeguarding.
- Carry out other reasonable duties that may be required.

**Measurable outputs and performance indicators will include:**

- Repeat donations from existing donors.
- Donations from new donors.
- Number of viable donor prospects identified and number of calls/meetings with potential donors.
- Quality and number of narrative briefings, proposals and reports.
- Donor feedback on proposals and reports.
- Promptness and quality of response to donor queries.

**Skills and knowledge**

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**We are looking for a highly motivated individual eager to grow their fundraising career. Attention to detail is crucial, and we value creative thinking, initiative, and an entrepreneurial mindset. The ability to learn quickly and work proactively is essential.**

**Education:**

- Educated to degree level or equivalent relevant experience.

**Essential:**

- Proven experience in major gift fundraising; preferably corporate, trust or foundations.
- Proven track record of building strong relationships with donors, and ultimately securing successful asks of five- or six-figure gifts from UK and/or non-UK based donors.
- Proven track record of engaging and influencing supporters by grasping their motivations and building confidence.
- Skilled in influencing to get support both within and outside the organisation.
- Experience in preparing persuasive and high-quality written proposals.
- Able to manage multiple demands and complete tasks to deadlines, by prioritising workload.
- Consistently approaches work with energy and a positive, constructive attitude.
- Commitment to Hand in Hand International's purpose and values.
- Exceptional multi-cultural sensitivity.
- Proficient understanding of fundraising regulations and requirements.
- Proficiency in Microsoft Office suite.

**Desirable:**

- An understanding of international development, women's economic empowerment and/or agriculture.
- Experience of planning, monitoring, and evaluating success of funded projects.
- Experience in managing cross-team or cross-organisational projects.
- Experience of Salesforce or similar CRM database (Microsoft Dynamics, Raiser's Edge).
- Qualifications or training by Institute of Fundraising, DSC or similar fundraising qualifications.
- Working proficiency in a second language.

**How to apply and inquiries**

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Please send your CV to: Joe Blythe at QuarterFive via [joeb@quarterfive.co.uk](mailto:joeb@quarterfive.co.uk).

Deadline for application is 5<sup>th</sup> February 2024. Interviews, including a written assessment will take place from 8<sup>th</sup> February 2024.

**Please let Joe Blythe at QuaterFive know if you require any adjustments at interview stage.**

Unfortunately, we can only accept your application if you have full rights to work in the UK for at least three years from the date of your application.

The [monitoring form](#) will not be part of the application form. If you were willing to fill it in, it would really help us in our efforts to become a more diverse team.

Successful applicants will be subject to references and an up-to-date DBS check.

Please visit our website: [www.hihinternational.org](http://www.hihinternational.org). For general enquiries please contact [joeb@quarterfive.co.uk](mailto:joeb@quarterfive.co.uk)