



HAND IN HAND
INTERNATIONAL



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 are seeking an outstanding Philanthropy and Partnerships Officer to build relationships with Trust, Foundations and Wealth Management Firms to raise vital funds.

Partnerships and Philanthropy Officer

Reports to:	Philanthropy and Partnerships Manager (Trust and Family Foundations)
Location:	Hybrid. We work in our central office in Baker Street, Marylebone (London) Tuesday to Thursday, with Mondays and Fridays working from home.
Contract:	Full-time Flexible working options considered (including school hours and compressed hours)
Languages required:	English
Starting date:	As soon as possible
Salary:	£35,000 - £37,000 FTE, 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



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 5 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:

- 10 million new and improved jobs
- 20 million family members involved
- +93% average increase in monthly income
- 84% of women with the power to make decisions about their lives.

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.

Why work at Hand in Hand?

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.

Sector-best parental leave: 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: in this role you will have the opportunity to travel to Kenya and Tanzania and meet the entrepreneurs we support.

Employer pension contributions of 6.5%

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

Professional development: As part of a growing team, you will have opportunities to progress and develop in your role and access external training if required.

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

Caparo House
101-103 Baker Street
London W1U 6LN
handinhandinternational.org

Hand in Hand International
is a registered charity
in England and Wales (1113868)

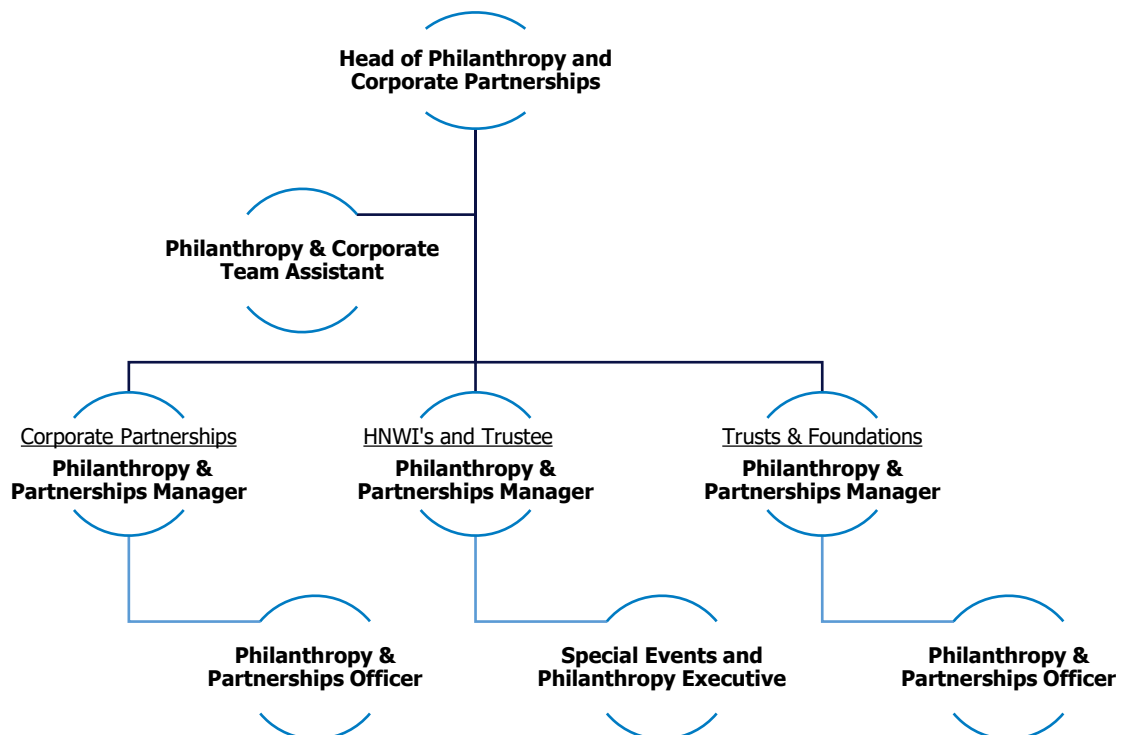
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Our culture

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.

Our team



Roles and responsibilities

Reporting directly to Philanthropy and Partnerships Manager (Trust and Family Foundations), the primary objective of the role is to raise funds from Trusts, Foundations and Wealth management firms.

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

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 enquiries

We are delighted to be working with Joe Blythe at Quarter Five Recruitment Agency for this role. **Please contact Joe to submit your CV and for any general enquiries:**

07507 789 143
joeb@quarterfive.co.uk

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- First stage interviews will take place w/c 30th June.
- Second stage interviews, with a written task will take place w/c 7th July.

Please let Joe Blythe 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 but we'd love it if you could fill it in, as it will 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.