

Job Description: Funding Partnerships Senior Officer

Salary:	£32,000
Contract:	Permanent
Location:	Borough, London, with remote working
Hours:	37.5 hours/week: we support flexible working
Reports to:	Director of Strategic Development

The purpose of this role is to support colleagues to develop excellent funder relationships and secure funding for research and events, core funding and new members of the Centre for London Supporters Network. The role includes funding partner research, fundraising, relationship management and tracking.

Key responsibilities include:

Implementation of Centre for London's Fundraising Strategy

- Work with the Director of Strategic Development and Funding Partnerships Lead to deliver the objectives in the Centre for London Fundraising and Development Strategy and annual plans.
- Work closely with colleagues to develop research and events proposals in response to organisational priorities and the needs and opportunities amongst current and prospective funders.
- Help to identify grant opportunities with trusts and foundations, and help to drive applications to completion
- Research and identify suitable individuals and organisations through incisive prospect research and formulating and executing strategies for engagement.
- Make some direct fundraising approaches and set up and service meetings with existing and potential funders alongside senior colleagues.
- Help to ensure delivery of agreed sponsor benefits in a timely manner.
- Help to ensure timely payments from funding partners.
- Log and track interactions with potential and current funding partners on Salesforce.

Relationships and Stewardship

- Help to manage relationships with existing and potential supporters, identifying opportunities to engage them where they emerge.
- Help to create and deliver plans for long-term stewardship of some key relationships, potentially including relationships with London's boroughs.

General responsibilities and duties

- Undertake the duties of the job description in accordance with the operational policies of Centre for London, including but not limited to the diversity policy and code of conduct.
- Maintain good working relations with Trustees, staff, volunteers and other stakeholders.
- Present the organisation in an appropriate and professional manner to its stakeholders.
- Contribute to the development and growth of the organisation through working in accordance with its wider objectives, corporate philosophy and values.
- Assist at Centre for London events outside of normal working hours as necessary.
- Undertake any other reasonable duties as may be required.

Person Specification

Please use your application to explain your interest in the work we do to develop new policy solutions to London's complex and evolving challenges and make London better for everyone.

Experience and skills

You should also some have experience building and maintaining relationships with key stakeholders, ideally including funders.

You should ideally have some direct experience working in fundraising, business development and/or new funding partnership development, though this isn't a pre-requisite for outstanding candidates.

Experience in area related to changing policy in London (such as politics, national or local government) is an advantage.

In terms of skills we are looking for someone who is able to perform the following activities:

- Researching potential donors – who might be philanthropists, trusts/foundations, businesses, NGOs or local and city-wide public bodies.
- Preparing written materials for meetings with key stakeholders and potential funders – including materials to share with the stakeholder and briefings for the staff attending the meetings.
- Ability to speak fluently with stakeholders.
- Creating funding agreements and tracking relationships and benefits using tools such as Salesforce.
- Contribute to new ideas for fundraising.

General skills/competencies

- Very organised. Able to balance and prioritise multiple tasks, often to urgent and competing deadlines.
- Good attention to detail. Keeping accurate records - such as sponsor requests, names and titles of key stakeholders, venue requirements etc.
- Ability to adapt and learn quickly. Able to show initiative and adapt quickly to new challenges.
- Strong IT proficiency, including MS Office, and ability to learn programmes such as Salesforce, MailChimp and/or WordPress CMS.
- Ability to follow guidelines and procedures to comply with the Institute of Fundraising Code of Practice; maintain confidentiality and work with financial data and personal data within ICO and GDPR regulations framework.
- Excellent team player