

Job Description

Job title:	Funding and Partnerships Coordinator
Reports to:	Director of Finance and Resources
Salary Range:	Grade Point 16 - £31,992 to £35,547
Location:	London

About the Early Intervention Foundation

The Early Intervention Foundation (EIF) is a young, dynamic and ambitious charity established in 2013 to champion and support the use of effective early intervention to improve the lives of children and young people at risk of experiencing negative outcomes.

As a member of the government's What Works Network, EIF has a pivotal role as the go-to source for evidence and advice on early intervention for children and young people. We have a responsibility to communicate 'what works' in a way that is robust and transparent in its use of evidence, and also relevant and accessible for national and local audiences, including policymakers, public service commissioners and managers, and frontline practitioners and service providers. Our work extends across a range of social policy and service areas, including health, education, families and policing.

Our work is delivered through an ongoing portfolio of projects. These projects are funded through grants and contracts with a range of organisations, including central government departments, local authorities, non-departmental bodies, research organisations and the voluntary sector.

We are a small charity with around 25 members of staff. To find out more about EIF visit our website at www.eif.org.uk

Job purpose

The Funding and Partnerships Coordinator role is new to EIF and will be a key member of the team at this small charity. The role is a key part of enabling EIF to meet its ambitious income targets for 2019-20 and beyond and has three main focuses:

1. To pro-actively work with teams across the organisation to package up our work and develop funding proposals.
2. To support the development of new external relationships with funders and partners, including corporate sponsorship for events.
3. To support and nurture our relationships with existing partners and funders, assisting in negotiations, and coordinating progress reports to funders.

This is a unique opportunity for a motivated individual who has experience in supporting fundraising and partnerships in foundations, charities, research organisations or think tanks. This role would suit a self-starter with broad skills and previous experience of working in a small to medium sized team.

Responsibilities

Monitoring and Reporting – against strategy and budget

- Report progress and pipe-line via a funding tracker, to the Senior Management Team, monitoring the likelihood and value and status of proposals and EIF's success rate in achieving new income.

Deliver new income

- Coordinate funding proposals for new work (including responses to tenders), working with Directors and Project Leads to ensure quality, consistency and fundability. This includes:
 - Attending meetings with potential funders and partners alongside EIF Directors and Project Leads
 - Developing templates for large proposals
 - Increasing the efficiency of this work by developing unit costs and a menu of projects / activities for use in proposals
 - Drafting sections of proposals
 - Project managing proposal completion
- Identify opportunities for Corporate Sponsorship of key charity events, set up and attend sponsorship meetings alongside senior staff, sell exhibition space and support ticket sales as required.

Build and contract relationships

The charity's existing relationships include Government, Trusts, Foundations, other Third Sector organisations and Research Councils. The post holder will:

- Develop, maintain and coordinate our relationships with current and future (more diverse) funders
- Develop, maintain and coordinate relationships with current and future partner organisations (including other What Works Centres, research institutions, sector and workforce bodies and charities)
- Take the lead on smaller relationships and support senior management in the larger relationships.
- Review and negotiate continuing agreements with funders, whether grant or contract under direction from senior management.
- Review and negotiate continuing agreements with partners, including Associates, and with sub-contractors delivering parts of projects for us.

Funding processes

- Co-ordinate reports to funders in accordance with agreed schedules.
- Work with the Head of Finance and Project Governance to ensure accurate invoicing of funders, partners and subcontractors
- Communicate funding updates in team meetings and other forums

- Ensure our website reflects who funds us and that the charity is transparent and ethical in who it approached for funding.
- Contribute to Trustee papers as required
- Develop procedures and standards for use internally that ensures value for money in (sub) contracting and partnership arrangements.
- Develop and maintain a funder relationships database, including prioritizing who to approach, and updating it with latest interactions

Person specification – personal attributes

You will be friendly but also clear, efficient and purposely – tenacity but with a smile. You should be able to present a positive manner at all time. You'll enjoy developing and maintaining relationships with other organisations. Internally you'll also be approachable and open and be able to bring people with you when working in small teams.

The job will also be demanding and present many challenges. You'll respond by showing resilience and portray a sense of calm when under pressure. We are a small organisation so flexibility is a must. You'll also be able to self-motivate and able to show real initiative and ambition.

Person specification – skills/experience

Essential skills/experience

- Experience of submitting successful applications for external funding for foundations, charities, research organisations or think tanks
- Experience of responding to tenders and coordinating and contributing to successful funding proposals.
- Experience of developing new relationships with funders
- Experience of developing new relationships with partner organisations
- Experience of working with contracts and grant agreements for funders, partners and sub-contractors
- Excellent influencing and communication skills, able to take colleagues with you and persuasively describe the work of EIF to funders and partners.
- Skilled at balancing conflicting priorities, ensuring the completion of essential tasks and meeting deadlines.
- Good standard of education, to degree level standard or equivalent.

Desirable skills/experience

- Experience of developing successful funding strategies.
- Experience of working in a research organisation with an interest in the subject matter and enthusiasm for learning about our work
- Experience of maintaining proposal pipelines and managing systems for tracking funder conversations.