

Job Description

Job title:	Funding and Partnerships Manager
Reports to:	Director of Finance and Operations
Salary Range:	£34,680 (OTE for exceptional candidates)
Location:	London

About the Early Intervention Foundation

Every child needs support to achieve their potential but some children require extra help along the way. Early Intervention is about getting additional, timely and effective support to children and families who need it – enabling them to flourish and preventing costly, long-term and damaging outcomes.

The Early Intervention Foundation (EIF) is the government What Works Centre for early intervention, providing evidence to government departments, local authorities, charities and other agencies about what works, what doesn't work and what is promising practice in relation to early intervention. This evidence is then disseminated to both sectors and workforces with the aim of changing policy and practice on the ground.

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 20 members of staff. To find out more about EIF visit our website at www.eif.org.uk

Job purpose

The Funding and Partnerships Manager 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 work with teams across the organisation to develop funding proposals.
2. To support the development of new external relationships with funders and partners.
3. To support our relationships with existing partners and funders, assisting in negotiations, reviewing contracts / grant agreements, reporting progress to funders and invoicing.

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

Strategy

- Develop EIF's annual funding strategy, working closely with the Senior Management Team and Project Leads
- Ensure the successful delivery of the strategy, working across the organisation

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

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.
- Review and negotiate continuing agreements with partners, including Associates, and with subcontractors delivering parts of projects for us.
- Liaise with lawyers as appropriate
- Be aware and mindful of VAT and Corporate Tax matters pertaining to charities.

Funding processes and reporting

- Develop and maintain a funding tracker, keeping it up-to-date with progress on proposals and leads
- Co-ordinate reports to funders in accordance with agreed schedules.
- 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 quarterly Trustee papers
- Develop procedures and standards for use internally that ensures value for money in (sub) contracting and partnership arrangements.
- Develop and maintain funder relationships database, including prioritizing who to approach, and updating it with latest interactions
- Provide assistance, support and guidance on all contracting issues within projects

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 successfully securing external funding for foundations, charities, research organisations or think tanks
- Experience of responding to tenders and coordinating and writing 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 A Level standard or equivalent.

Desirable skills/experience

- Experience of developing successful funding strategies.
- Experience of maintaining proposal pipelines and managing systems for tracking funder conversations.

- Experience of invoicing

How to apply:

Please complete the application form and send it to recruitment@eif.org.uk no later than 9am on **Monday 14 January 2019**. We will not accept CVs.

Interviews are scheduled for late January.

We regret that we will only be able to contact shortlisted applicants.