Job profile

SENIOR PARTNERSHIPS & PHILANTHROPY OFFICER
ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

• Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
• Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
• Make cities in poorer countries cleaner, healthier places to live and work.
• Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

• Analyse the root causes of a poverty and vulnerability
• Define the change at scale we need to make
• Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach

practicalaction.org
- Inspire wider support to multiply our impact.

**OUR ORGANISATION**

Practical Action is an unconventional, multi-disciplinary changemaking organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

- A well-respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.
Practical Action

ABOUT THE ROLE

Our Vision

Practical Action’s vision is of a world that works better for everyone.

About the Role

The Senior Partnerships & Philanthropy Officer will play a key role in helping the Partnerships & Philanthropy Team reach our ambitious goals to grow income in support of Practical Action’s mission and, more specifically, our four goal areas of: access to energy; sustainable agriculture; water, sanitation and waste management; and disaster risk reduction.

This role will be responsible for managing and developing relationships with a portfolio of trusts and foundations and major donors, both existing and new, capable of giving five and six figure grants or gifts, securing income and contributing to the wider Partnerships and Philanthropy strategy. Initially there will be a strong focus on new business to build the portfolios.

The role reports directly to the Philanthropy Manager, and will develop close working relationships with External Engagement and Marketing, International Programmes, Influence and Impact, Finance and field staff overseas, in addition to external relationships with donors and supporters.

Scope

<table>
<thead>
<tr>
<th>Title</th>
<th>Senior Partnerships &amp; Philanthropy Officer</th>
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<tbody>
<tr>
<td>Directorate</td>
<td>Marketing Area</td>
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<tr>
<td></td>
<td>Philanthropy Manager</td>
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<tr>
<td>Reporting to</td>
<td></td>
</tr>
<tr>
<td>Direct reports</td>
<td>None</td>
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<td>Groups</td>
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<tr>
<td>Financial scope</td>
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<tr>
<td>Location</td>
<td>Rugby, Warwickshire</td>
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<tr>
<td>Duration</td>
<td>Permanent</td>
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<tr>
<td>Grade</td>
<td>C – £32,014 - £34,363</td>
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<tr>
<td>Travel</td>
<td>Approximately one week per year (if circumstances allow)</td>
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Accountabilities

- Research, identify, engage and then lead the process of engaging with trust and foundation and major donor prospects (UK and international) capable of giving five and six figure grants/gifts, fully understanding their funding preferences, criteria and fit with Practical Action.
- Develop and steward a portfolio of high-quality donors, capable of giving five and six figure gifts.
- Build and maintain knowledge of, and relationships with, existing high value supporters, ensuring all donors receive exceptional care, timely and relevant proposals, correspondence, reports and other stewardship activities.
• Work with colleagues, particularly within the Partnerships & Philanthropy Unit but also with Digital and Supporter Experience and Practical Action more widely, to develop and deliver exceptional donor stewardship.

• Lead on the development of high-quality communications, including Cases for Support, bespoke proposals, concept notes, reports and other communications as required.

• Support the work of the Partnerships and Philanthropy Officers.

• Support the annual planning cycle, including Business Plans, strategy reviews and budgets.

• Provide regular reports on progress against both financial and non-financial targets.

• Ensure the Raisers Edge database is used effectively, kept up to date and accurately maintained.

**Person Profile**

To be successful in the role, the ideal candidate will be able to demonstrate:

**Experience & Knowledge**

**Essential**

- Relevant experience in fundraising, ideally within a Partnerships & Philanthropy Team, with significant fundraising from high net worth individuals making gifts privately, or through trusts and corporations
- A proven track record of identifying and securing new business
- Experience of using a range of prospect research techniques to identify and qualify new prospects to feed the donor pipeline
- A strong track record of managing and developing a portfolio of donors, including securing large five, or six, figure gifts
- Ability to build strong relationships, at all levels, both internally and externally, and represent Practical Action, to win commitment, consensus and support
- Proven track record of coordinating complex processes across internal teams, including managing laterally or upwards
- Exceptional ability to create compelling and innovative communications about complex projects
- Excellent research skills
- Experience of working with a fundraising database, ideally Raiser’s Edge
- Strong admin, time-management, IT and numeracy skills
- A good understanding of fundraising principles and legal implications
- A willingness to travel
Desirable

- Knowledge or interest in International Development
- Spanish language skills

KEY BENEFITS

Inspiring people is central to Practical Action’s mission. This starts with our own staff. Through talented and committed staff we will effectively deliver practical answers to our beneficiaries and influence others to build on our philosophy to deliver practical answers to poverty.

Hours

It is our practice normally that we operate an agile flexible working policy, where flexible working hours are enabled as well as remote working (between 2-3 days per week depending on the role).

Annual Leave

Annual holiday entitlement is 26 days in addition to public holidays. Practical Action also operates a personal leave policy, where employees may request up to 1-week unpaid leave in a calendar year.

Family Friendly Policies

Practical Action offer enhanced family friendly policies over and above the statutory requirements. This includes enhanced maternity and adoption; paternity and shared parental leave pay.

Pension scheme

Practical Action operates a unit-linked Stakeholder pension from AEGON. The employer contributes 10.5% of salary and the employee contributes 5%.

Bike to Work scheme

Practical Action participates in the Bike to Work scheme. This is a government sponsored initiative designed to encourage bicycle usage as part of their Green Transport Plan. The scheme offers employees a tax advantage that means the cost of buying a bicycle is reduced by 30 to 45%

HOW TO APPLY

Closing date for applications: 28th January 2022

Please note that should we recruit a suitable candidate before the closing date, we will close applications earlier than the specified date.

If you want to work for a charity with significant people ambitions, then we would like to hear from you. To apply go to Practicalaction.org/jobs to view the full recruitment pack. Please submit a copy of your CV and a supporting statement that covers the following to ellen@charitypeople.co.uk

Maximum 200 words for each answer:

- Why do you want to work at Practical Action?
- Why are you the best person for this role?
- Why are you passionate about a career in fundraising?