

## Partnerships Manager - Trusts and Foundations

Reporting to: Development Director

Direct reports: None

Contract: Full-time, permanent

Location: Hybrid working between Paddington, London and remote.

Salary: £40k - £45k

To apply please email your CV and covering letter to: [jobs@big-change.org](mailto:jobs@big-change.org)

### A. Background

Big Change was founded 10 years ago to rethink how charity could be a catalyst for positive change. Since then we have been learning by doing: backing pioneering projects at an early stage that are rethinking how we set young people up to thrive in life, not just in exams.

We're now embarking on a bold new area of work to change the education system through an ambitious, multi-year collaboration with other funders and partners in the sector. Our investment in these big ideas requires us to work collaboratively with forward-thinking and influential donors and partners. This new role will be responsible for building and stewarding relationships with some of the largest UK and global trusts and foundations that will co-fund our systems change work in education; and to build networks with other funders where there is alignment.

### B. Role Summary

We recognise that with great ambition comes the need for great people. Big Change is evolving our income strategy to actively engage larger funding organisations to partner on our systems change work. We are looking for a creative and ambitious individual whose experience is likely to include working to advise philanthropists, as a grant maker in another trust or foundation, in a social investment funder or as a trusts or statutory fundraiser.

The ideal candidate will have previously cultivated fruitful and sustainable relationships with donors, building collaborative approaches to funding and will be able to write compelling bids for initiatives that take a system change approach.

The individual who holds this role will have the main responsibility of engaging and managing relationships with major trust/foundation partners as well as working with the team to create opportunities for shared learning and partnership. The role will include research and mapping of potential funders, developing compelling bids, ongoing relationship and partnership management and reporting to these trusts and foundations on the development of the education system change work.

You will ensure we have the correct systems and processes internally to ensure that the donors are well looked after and are actively engaged beyond their funding contributions. You will be building on the great work the small team has done so far, and supporting us to systematise and bring rigour to our approach, growing the funding needed to achieve our mission without losing our creative, entrepreneurial heart.

You must possess excellent communication skills, including the ability to speak and write persuasively, and present information clearly and with high attention to detail. You will be able to quickly develop strong relationships with internal and external stakeholders as part of a team. You must be highly organised and methodical in your approach, willing and able to bring others with you in the delivery of high quality work.

You will have the opportunity to both shape and grow quickly within the role and the wider organisation as we enter our exciting next phase. This is a unique opportunity to help us shape new approaches to collective funding. While the role does not involve direct line management you will be actively working as part of a closely connected team and there will be plenty of opportunities to develop and demonstrate your leadership and management skills on cross-cutting projects and multi-stakeholder collaborations.

## C. Key Roles and Responsibilities

### Leadership and Oversight

- Lead on the strategy to further build and engage a network of Trusts and Foundations, and other funding organisations who share our values and could be funders, partners and allies in our work.
- Work closely with the Development Director and fundraising team to develop manageable processes and KPI framework as the basis for fundraising performance management, incorporating measures that protect and replicate Big Change's entrepreneurial culture.

### Partnership Development and Stewardship

- Manage relationships with primarily trusts and foundations, but also potentially impact investors and statutory funders which unlock funding towards Big Change's mission.
- Provide a creative and rigorous stewardship approach which deepens engagement and develops long term commitment from the donors - providing where possible opportunities for their involvement in the work beyond just funding.
- Support Big Change's leadership and board, as well as key ambassadors, to cultivate relationships with donors and partners, providing briefing, brainstorm and best practice guidance.
- Work with the project delivery team and funders to set up the necessary monitoring and evaluation requirements and provide engaging and timely reporting to donors.
- Support the broader team to identify and secure individual donors to secure five- and six-figure gifts towards Big Change's vision.

### New business development

- Identify potential funding partnerships for the system change work.
- Work with relevant colleagues on development of complex, consortium / partnership proposals.
- Work closely with the project delivery team to develop the materials that communicate the work in an engaging and concise way.
- Draft and edit bespoke pitches as necessary, working with the Communications and Marketing Manager to ensure consistency.

### Finance and Governance

- Ensuring fundraising activity, prospect research and donor relationship management is compliant with legislation and best practice.
- Manage the pipeline of trusts and foundation donors and prospects, and champion the use of the CRM across the team.
- Support the Development Director to coordinate, track and report on fundraising progress against target(s), preparing reports for the senior leadership team and Board.

### Other

- Other duties as may be reasonably allocated by the leadership team or Board, from time to time.

## Key Stakeholders

CEO, Director of Network and System, Head of Impact, Marcomms Manager and Head of Community; Big Change Project Partners / External: Lead delivery partners

## Skills and Competencies

- A brilliant communicator with first-class bid-writing skills, capable of working with others to share complex ideas verbally, visually and in writing.
- A strategic, process led individual with a very high attention to detail.
- Able to take a creative approach to build partnerships and relationships that fit with Big Change's role as a catalyst.
- Ability to prioritise and manage own workload, meet targets and milestones, proactively highlight challenges, and take responsibility for personal development.
- Creative thinker who challenges assumptions on how things are done, while being pragmatic and action oriented.
- High levels of computer literacy, as well as proficiency in donor / CRM, Microsoft Word, Excel, and PowerPoint.

## Knowledge and Experience

### Essential

- Proven track record of stewarding relationships over the long term and securing significant investment from trusts or statutory donors.
- Experience working in organisations/on programmes seeking to create long-term, ambitious changes across or within systems.

### Desirable

- Experience in the youth/education sector.
- Previous experience of actively working on donor collaborations.

## How to Apply

If you're inspired by what we do, and have the skills and experience to take on this role, please contact us on [jobs@big-change.org](mailto:jobs@big-change.org) with your CV and covering letter.

More information about Big Change can be found on [www.big-change.org](http://www.big-change.org)

We are keen to ensure that all of our opportunities are accessible to everyone, so if you have any specific circumstances or accessibility requirements which prevent you from completing an application online, please contact us by email on [jobs@big-change.org](mailto:jobs@big-change.org) and we'd be happy to help.

## Approach to Diversity

**Big Change believes greater diversity will lead to greater outcomes for young people.** We welcome applications irrespective of gender, disability, age, sexual orientation, race or religion and belief, and particularly from people with diverse backgrounds and experiences, including those who are differently abled, or have overcome challenging experiences.