

Partnerships Development Manager

Job Description

The Role

The Partnerships Development Manager has responsibility for nurturing and expanding the Foundation's partnership work with Voluntary and Public Sector organisations with the key focus of establishing solid working relationships, sharing intelligence, increasing impact and securing income streams for local grantmaking activity.

Working closely with the Head of Programmes, the Partnerships Development Manager will contribute to strategic development and service delivery. The role requires the highest levels of integrity and professionalism.

Reporting to

- Head of Programmes

Duties and Responsibilities

The Partnerships Development Manager will;

1. Identify, nurture and develop meaningful relationships with Public Sector organisations to secure income and grantmaking programmes, raising the profile of the Foundation as the go to trusted partner of choice.
2. Maintain, manage and further develop existing relationships and programmes with voluntary and public sector organisations communicating the vision of the Foundation.
3. Support research and impact measurement projects to provide an evidence base for stakeholders.
4. Ensure stakeholders are kept informed of the Foundation's strategy, charitable objectives, developments and opportunities where appropriate.
5. Work closely with all stakeholders to develop ideas and strategies for their grant programmes.
6. Champion the Foundations impact measurements Is to showcase the Foundation's impact, integrity, profile and service delivery.
7. To identify opportunities and content for communications to disseminate opportunities, impact and knowledge.

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8. Always represent and promote the Foundation to ensure that its profile, integrity and reputation is protected and where possible enhanced.
 9. Develop effective working relationships with staff, trustees and volunteers to maximise their contribution to the successful development of the organisation.
 10. Support the senior leadership team and trustees to maximise learning, impact and useful research resources.
 11. Develop and maintain accurate, up-to-date and organised records and ensure all partner information is managed and stored in-line with Data Protection regulations.
 12. Support and deliver other projects and tasks, in line with skills and experience that might occur and contribute to the overall organisational objectives.
 13. Maintain active appropriate networks and act as an ambassador for the Foundation, actively engaging in relevant networking events, sharing opportunities with relevant members of the team.
 14. Create and plan a strategy around Public sector partnerships which cover all parts of Suffolk.
 15. Carry out horizon scanning and develop knowledge of best practice in the sector.
 16. Manage high value public sector programmes.

Knowledge Skills and Experience

- Excellent interpersonal, networking and relationship building skills and ability to represent the Foundation at the most senior level.
- Excellent communication skills, including spoken, written and presentation skills.
- Excellent organisational and project management and research skills.
- Sound knowledge of the latest philanthropy fundraising strategies and of the sector.
- Evidence of managing high quality relationships with senior executives, high-net-worth individuals and trusts.
- Excellent negotiation skills.
- Ability to use a database to record information on potential supporters and analyse and manipulate data to plan future action and activities.
- Excellent analytical skills and an ability to present complex data and strategies at the highest level.
- Have up to date knowledge of economic, social and health needs across Suffolk.
- Have an understanding that a concise evidence base of need is critical to secure public sector funding.

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- Have an understanding of grant agreements and SLA's.
 - Have an understanding of outcome measurements and tools.

Personal Qualities and Attributes

Essential

- Personable, diplomatic, assertive, with good relationship management skills.
- Excellent interpersonal and communication skills – oral and written.
- Self-motivated – with a readiness to seize new opportunities, eager to source new ideas and perspectives to initiate actions which improve results and add value.
- Collaborative and flexible to ensure the best possible outcomes for the Foundation.
- Ability to influence and persuade key groups of stakeholders, particularly that of budget holders.
- Ability to represent the Foundation at fundraising and supporter events and to be an ambassador for the Foundation within the wider context of the sector.
- Ability to represent SCF and engage in key public sector forums and meetings.
- Ability to work under pressure and to deadlines.
- Ambitious for self and charity.

Flexibility Clause

As this is a developing post with a developing organisation it is expected that the post holder will be prepared to relinquish and/or undertake further appropriate responsibilities as may be necessary for the effective implementation of the Foundation's vision and mission.

Suffolk Community Foundation is committed to equal opportunities.