

Job title:

Partnerships & Fundraising Manager

Line manager:

Head of Service

Grade (if applicable):

2

Direct reports:

Fundraising Lead, Research, Impact & Evaluation Lead,



Role purpose:

Responsible for managing a team focused on adding value to and evidencing the impact of our community work at PCF, you will play a lead role in the implementation and delivery of our community investment priorities through innovation and new business development, building and maintaining strong partnerships, leveraging income through a broad range of funders including statutory, trusts and foundations as well as supply chain and corporate partners.

You will collaborate across the Peabody Group as well as with external stakeholders to ensure that the Foundation's strategic aims and objectives are delivered with responsibility to meet fundraising targets in an externally challenging and competitive environment.

You will lead and facilitate funding bids and proposals; building a strong case for external investment in our community programmes and activities. Developing and maintaining relationships with strategic partners and funders, you will identify innovative ways to channel funding, skills and resources into Peabody communities.

You will oversee PCF's own grant-making activities ensuring that adequate processes are in place so that funding is available for grass roots community organisations delivering activities that benefit our customers.

Finally, you will ensure that PCF maintains an impact measurement and reporting system that regularly reports on the value of PCF's work to internal and external stakeholders.

Key results:

- Lead, manage and motivate a team to coordinate partnerships, new business, innovation and fundraising activity ensuring that there is a culture of high performance, strong engagement and a commitment to learning and continual improvement.
- Develop and coach direct reports, setting challenging objectives and conducting regular reviews to monitor progress and achievement of targets;
- Raise the profile and represent PCF's interest to a wide range of external stakeholders; projecting a consistently professional and positive image, and seeking opportunities to network in furtherance of PCF objectives;
- Identify, develop and maintain excellent relationships with key funders, partners and donors to develop new opportunities for support;
- Liaise with and influence colleagues across the Group to secure positive buy-in for delivery of Community Investment strategy
- Manage funder and partnership portfolio and ensure collaboration with key corporate functions as part of an integrated approach to developing new funding proposals and partnership opportunities;
- Manage existing external grant funded programmes, managing reporting requirements and ensuring effective and appropriate impact and evaluation models are in place.
- Provide regular reports as required for senior management team and board trustees to monitor performance against set Strategic Partnership & Funding KPIs;
- For data under ownership, ensure it is collected, managed and protected to the highest standards, meeting all legal & regulatory requirements. Ensure your team is equipped with the right training, tools, systems & support to fulfil their responsibilities and use data in the most effective way;
- Ensure a full understanding of, and compliance with, all relevant fundraising regulations and codes of practice, and advise the senior management team and board appropriately to manage

Version Date:

Signed off by:

reputational risk and liabilities. Maintain a working knowledge of wider housing management issues and changes in the external environment

- Ensure that the directorate complies with all relevant fundraising and governance regulations and that services are delivered to required standards in line with contractual, regulatory, legal and reputational requirements;
- Regularly monitor and review the internal and external operating environment to ensure compliance and best practice are adhered to.
- Responsible for the management of the Business Development budget and for effective business planning.
- Prepare, control and gain approval for budgets, ensuring appropriate monitoring to expenditure and compliance with policies and procedures. Work with Finance to ensure that all financial transactions are effectively managed.

Success metrics:

- A high performing and capable team motivated to work for Peabody
- Visibility of PCF's activity amongst colleagues, external stakeholders, and the wider sector.
- Income generation targets achieved or exceeded.
- High levels of partner, funder and donor satisfaction with PCF delivery.
- Effective budget management being on or under budget at year end.

About you:

You will be:

- A skilled partnership and fundraising manager with a track record of cultivating high-value and impactful relational partnerships.
- An effective communicator both verbally and in writing with a wide range of people, at all levels, both internally and externally.
- Able to bring insight to life to enthuse and inspire employees, colleagues, and potential donors;
- Adept at writing detailed funding bids and investment proposals; meeting deadlines and working under pressure.
- Able to work collaboratively with all parts of the business, knowing when to support, and when to push back and hold the line.
- Self-motivated with excellent organisational and time management skills
- Able to work on own initiative, prioritise tasks and work to deadlines.
- Highly competent with Microsoft Office, particularly Excel, Word, and PowerPoint.
- Financially competent with experience managing budgets and risk for your service area.

You will have:

- A strong commitment to the principles of equality, diversity, and inclusion.
- Team management and leadership skills; able to inspire and motivate dispersed teams and create a high-performance culture.
- Experience in developing bids and proposals with researched business cases;
- Experience of programme management, evaluation, impact measurement and performance management;
- Effective networking, negotiating, influencing and stakeholder management skills;
- Sound knowledge of the breadth of the Communities operational delivery and teams
- Experience of budget and financial management and forecasts
- Experience of handling and interpreting a variety of information at management level from a range of internal and external stakeholders
- Great interpersonal skills with the ability to communicate effectively with customers, colleagues and stakeholders.
- High levels of literacy and numeracy with an ability to write clear concise reports and collect/maintain both quantitative and qualitative data.

Version Date:

Signed off by: