

---

# Director of Fundraising and Partnerships



<b>Location:</b>	Remote Working* (see below regarding location)
<b>Reporting to:</b>	Chief Executive
<b>Line management`</b>	Communications and Marketing Coordinator, Network and Grants Officer (and matrix relationship with the Business Development and Consultancy coordinator)
<b>Key working relationships:</b>	Staff, SMT/ELT, Board, Head of Consultancy, Network consultants
<b>Hours:</b>	Initially an eighteen-month contract with expectation that this will become a permanent position (pending funding), 0.6-0.8FTE (22.5-30hrs a week)
<b>Salary:</b>	Grade 5 (Director) £59,000-£64,000 FTE depending on experience

---

## About the role

A member of the Senior Management Team/Extended Leadership Team, this role leads the development and delivery of a bold and effective income generation strategy to increase our grant and unrestricted funding in line with INTRAC's strategic ambitions. It is a new role for INTRAC. It reflects our intention to diversify our income in line with our new strategic framework. The role will also develop and deliver our external facing communication strategy to support effective marketing, build strategic partnerships and contribute to wider business development.

Our vision is of transformative change to civil society eco-systems, so that local and global organisations are supported to develop, engage with others and do what they want to do, better, to deliver justice, equitable and sustainable societies. Key to this vision is to build a locally led and globally connected network. Strategic partnerships and grants are fundamental to our ability to deliver this vision.

Currently INTRAC operates on a social enterprise model however, our new strategic framework sees us moving to a hybrid income model. Our ambition is to build our programme delivery and funding partnerships over the coming years, so that by 2028 (the end of our strategy period) we are bringing in around £1m per year in grants to support our strategic priorities.

You will have a proven hands-on track record of developing strategic partnerships and relationships and success in having generated high-quality long-term funding. You will have led income generation activities, managed pipelines and have expertise in donor stewardship as well as competence in profile raising, external communications and grant management.

The post-holder will join a small senior leadership team (CEO, Director of Finance, Director of Consultancy and Network) to contribute to the strategic direction and oversight to the organisation; modelling feminist and anti-racist leadership and supporting the organisational transformation which is underway, as we become network-minded and network-led.

---

## About us

**INTRAC** exists to promote positive social change. We do this by strengthening the wider ecosystems of civil society support and also by supporting civil society organisations themselves.

Through our collaborations we intend that these organisations can develop, engage with others, and do what they want to do, better. We have a global network of consultants delivering ethical and values-driven consultancy in areas such as organisational strengthening and monitoring evaluation and learning. We also have a well-regarded service offering open and in-house training.

Our new strategy is increasingly focused on developing the wider ecosystem of civil society support. We will build on over 30 years of experience of supporting and strengthening civil society organisations and take this to a new level - connecting to, working alongside and learning together with national consultants, rooted in local culture, methods, practices, and knowledges; and overtime we intend to become more network-minded and network-led. This is a long-term vision and journey that will impact how we work as an organisation and the systems and operational processes that we need to support us.

---

## Main responsibilities

1. Develop, lead and deliver INTRAC's income generation strategy, in support of INTRAC's strategic objectives and operational plan (50%)
  - Work with staff in our key programme teams (Monitoring, Evaluation and Learning; Organisational Development; training; network and research) to understand funding needs and priorities
  - Refresh and develop further our 'prospect mapping' identifying potential funders and developing a data base with prospect research and profiles
  - Develop an overarching income generation strategy which includes prioritising funders, setting KPIs and modelling income projections, and establishing new ways of working
  - Develop an income generation implementation plan including cultivation plans for (3-5) priority funders
  - Write and coordinate the development of stock text and funding proposals and pitch them to funders
  - Lead on the 'case for support' as a live and evolving document
2. Build organisational capability in income generation and grant management (20%)
  - Support (external facing) staff across the organisation in developing their skills and confidence in income generation within their area of work:
    - Strengthen staff ability to scope out and articulate initiatives/concepts for grant funding and to develop professional and engaging materials for proposals and pitches, including support to writing funding proposals where necessary
    - Accompaniment / coaching of key roles in funder cultivation and relationship building and stewardship
    - Collaborate with the operations manager and finance director to ensure our systems and processes enable effective grant budgeting, management and delivery
  - Develop organisational policy on ethical partnership and fundraising relationships which align with our values and objectives

- Develop guidance and processes to enable the development of strategic partnerships for programme development and delivery – ensuring ethical and equitable partnership approaches
  - Oversee funding partnership management and stewardship plans, ensuring excellent relationship management is maintained across the team.
3. Oversight of and leadership for our external communications and marketing (20%)
- Line management and professional development of the ‘Communications and marketing coordinator’
  - Develop a marketing plan which
    - i. Builds INTRAC’s reputation and profile among target audiences by positioning INTRAC as a thought-leader, convenor and network builder; so that stakeholders seek out and engage with our insight, learning and ideas
    - ii. ‘Field builds’ and ‘influences’ to encourage others to join us in investing in sustainable eco-systems of civil society support
  - As a key member of the SMT, along with the CEO and Director of Consultancy and Network, represent the organisation at external events in order to develop relationships, build organisational profile and interest in our work
  - Raise INTRAC’s profile and case for support in all communications channels, with the support of the Communications and marketing coordinator
4. As a member of the senior management team/extended leadership team and adviser to INTRAC’s Board, share responsibility for leading, managing and inspiring the organisation to achieve strategic goals (10%)
- Undertake senior management responsibilities including contributing proactively to senior management team, extended leadership team and Board meetings.
  - Contribute to the development of INTRAC-wide strategic plans and initiatives.
  - Take joint responsibility with the senior management team for operational decisions including management of the budget, and development of policies and procedures.
  - Be accountable for income generation and partnership performance, providing regular financial and narrative reports for Board and senior management team meetings.
  - Model feminist leadership and contribute to building an equitable and diverse culture that champions inclusivity, builds trust and encourages staff to have the conversations that matter, even when difficult.
  - Encourage learning and reflective practice across INTRAC, be adaptative and responsive to the shifting external environment while focused on organisational mission and goals.

Other duties commensurate with the post and as requested by the Chief Executive.

### **Person Specification**

- Extensive experience and proven track record in fundraising and resource mobilisation, in particular in developing funding relationships for strategic grants
- Strong knowledge of the fundraising and grant funding environment, particularly the international development sector and civil society initiatives to support locally led development;

- Experience of creating and delivering an income generation strategy; including identification of funding relationships and grants for long-term sustained funding
- A successful record of securing strategic (core/unrestricted) funding – especially from trusts, foundations, and working with progressive funders;
- Demonstrable commitment to INTRAC’s mission and values, to equity, diversity and inclusivity anti-racist practices and feminist leadership
- Experience of fostering successful relationships and partnerships with external stakeholders
- Ability to prioritise tasks and deliver to tight deadlines while demonstrating excellent decision-making and judgement;
- Experience of strategic leadership and working with boards (governance or advisory)
- Excellent communication skills with the ability to convey complex messages in a compelling, clear and concise way to target audiences, both externally and internally
- Innovative and creative approach to problem solving
- Interest in learning and continual improvement
- Highly motivated, collaborative, organised, positive and inspiring approach to work
- Expertise in establishing and developing effective funder relationships
- Experience of budget preparation and management, modelling and forecasting pipelines and financial oversight

**Desirable**

- Experience of working as part of and developing networks
- Experience of working remotely and line manage in a remote environment
- Experience of working in a network

---

\*INTRAC is a remote organisation with staff working across the UK.

We are keen to extend our staff base to include staff located outside the UK to broaden the perspectives and experience across our staff body. But we do not currently have a way of employing people directly outside the UK; and we are not able to sponsor visas. If you are interested in this role, but do not live in the UK please contact us to discuss further.