



Fundraising and Partnership Acquisition Sr Manager

Terms of Reference

Summary:

The **Fundraising and Partnership Acquisition Sr Manager** will have extensive knowledge in domestic and international foundation and private/public sector or fundraising, cultivation and stewardship, proposal writing and budget creation, and ESG and corporate social responsibility programs. They will be comfortable with leading pitches and donor engagement meetings and have a proven track record of securing new philanthropic partners. As such, experience with securing and managing new partners is vital to the success of this position, and sixty percent of this position's time requires focusing on this effort.

About the Project

Through scale-up of the Global Give Back Circle HER Lab model, Global Give Back Circle will deliver programming designed to increase participation in dignified and fulfilling work for young women in rural Kenya.

It is more than a project focused on the economic empowerment, skills development, and poverty alleviation of Kenya's most marginalized adolescent girls and young women through workforce success and entrepreneurship. It addresses a holistic approach to HER journey to dignified and fulfilling work and does so by positioning her as a catalyst for the economic empowerment of an entire community. It teaches her how to be the best version of her own story, but also guides her on how to use the power of her storytelling voice for bold advocacy and policy influencing. It nurtures her leadership strengths by heightening her self-awareness. She explores the attributes of her role model mentor and identifies the strong, empowered woman within her.

This project contains interventions that target marginalized and rural adolescent girls and young women from across the educational spectrum, including recent secondary graduates and young women who have fallen through the cracks of the education system. This project supports a robust Theory of Change, through critical technical pathways, activities, and outcomes.

Responsibilities:

Strategy Development and Implementation

- Co-create with Leadership team the organization's fundraising strategy to achieve significant growth from partnerships with private / public sector organizations and foundations.
- In collaboration with the CEO and Executive Director ensure the successful implementation of the organization's three-year fundraising strategy, execution of its annual work plan, and realization of annual fundraising targets.



Lead Generation and Partnership Building

- Spearhead targeted prospect research to identify and grow the partner and donor base.
- Increase private / public sector giving by leveraging existing partners and donors and actively prospecting to secure new partners capable of making significant and long-term contributions.
- Organize partner and donor introduction meetings and lead the development of prep and briefing materials.

Proposal Writing and Material Creation

- Lead the development of proposals, letters of inquiry, concept notes to prospects.
- Collaborate with the leadership team to gather relevant information and documents to support partner / donor due diligence processes and to ensure smooth and timely proposal submission.
- Work with the program team and finance department to develop grant budgets for proposals and grant applications.
- Collaborate with the leadership team to create compelling pitch decks, one-pagers and to incorporate impact stories for partner / donor engagement activities and presentations.

Partner / Donor Relationship Management

- Oversee portfolio of partners / donors, working closely with the leadership team to steward these relationships effectively.
- Participate in meetings with key partners / donors as needed.
- Collaborate with the program team to ensure accurate information on various programs for effective communication with potential partners / donors both verbally and in writing including its goals, objectives, target beneficiary and impact.

Reporting and Supervision

- Contract and manage report writers as needed.

Partner / Donor Engagement and External Meetings

- Identify opportunities for partner / donor prospects to engage meaningfully with Global Give Back Circle to foster deeper engagement.

Other

- Undertake additional tasks assigned by CEO or Executive Director as needed.



Requirements

The ideal candidate has impeccable integrity, is independently motivated, has strong interpersonal and communication skills, has a keen understanding of private sector giving programs, public sector funding processes and foundation grant making, and is a creative and analytical thinker.

- Bachelor's degree required; advanced degree preferred.
- Minimum of seven (7) years of experience in institutional fundraising, demonstrating a track record of successfully securing grants from foundations and the private / public sector.
- Proficiency in MS Office Suite and familiarity with SharePoint.
- Flexibility to travel domestically and globally and attend meetings and events as required.
- Demonstrated ability to identify, build partnerships and secure funding in the development world.
- Ability to co-create fundraising strategy and lead its implementation.
- Strong relationship-building abilities, with a proven capacity to manage partner / donor relationships effectively.
- Exceptional written and verbal communication skills, with the ability to effectively convey the organization's mission and programs to diverse audiences.
- Ability to persuasively articulate values, stories, and facts to multiple audiences.
- Strong ability to execute and work within project timelines and pivot as needed to ensure meeting annual strategic goals.
- Strong management skills with exceptional attention to detail.
- Highly organized, capable of managing multiple priorities and deadlines in a dynamic environment.
- Ability to work remotely in a collaborative team environment, yet able to be self-directed and work independently to advance Global Give Back Circle's fundraising strategies and goals.

Preferred Experience

- Experience with international nonprofit organizations, private sector actors and government agencies, especially those engaged in global development.
- Experience with federal, bilateral, and multilateral grants.
- Experience with Gifts-in-Kind and private / public partnerships.

Global Give Back Circle is firmly committed to safeguarding all those we seek to serve and to the highest standards of ethics and professionalism. Thorough background checks will be conducted for all final candidates.