

Renewable World Job Description

Job title:	Programme Funding Manager
Location:	Remote, with some days to be worked from our Brighton office
Salary:	£37,000 to £40,000 per annum
Benefits:	Generous leave (30 days plus bank holidays) and 6% pension contribution
Start:	ASAP
Contract:	Full-time permanent (37.5 hours per week)
Reporting to:	Director of Fundraising & Communications
Responsible for:	Senior Fundraising Officer

Purpose

1.2 billion people are still living in poverty, inequality is rising, and the world is failing to decarbonise quickly enough to avoid climate disaster. The world's poorest people contributed little to climate change, yet they are most impacted, and least able to adapt. This is not fair. And it is not sustainable.

At Renewable World we envision a sustainable and fairer world where clean energy is accessible to all - because with clean energy, both people and planet can thrive. By 2030, we aim to enable over 500,000 people living in poverty to transform their lives by improving their access to clean energy, empowering them to develop sustainable and resilient livelihoods, and mitigating the impact of climate change.

The Programme Funding Manager leads on our trust, foundation, and institutional partnerships, working in close collaboration with colleagues in our UK, Nepal, and Kenya offices. In this role, you will be responsible for driving growth in our income, building a robust funding pipeline, cultivating new business, developing proposals, winning major new opportunities, and providing excellent stewardship. The Programme Funding Manager is responsible for an income portfolio of circa £850k in 2023/24 and for the future growth of the portfolio.

Working Relationships

As one of two managers in the Fundraising & Communications Team (FCT), you will work closely with the Director of Fundraising & Communications (DFC), and Fundraising & Events Manager to ensure the smooth operation of the FCT and the delivery of business plans that support our new fundraising strategy.

You will line manage and support the development of one direct report, the Senior Fundraising Officer (SFO). The SFO leads on the team's prospect research, develops proposals, and supports high value (<£20K) trust and major donor relationships.

Within FCT, you will also work with the Communications Manager and the Senior Fundraising Officer (Fundraising & Events) who supports the Fundraising & Events Manager.

Beyond FCT, you will work closely with Programmes Team colleagues in the UK and in our branches in Nepal and Kenya to identify new programme partners and opportunities, develop new business propositions, and steward existing funders.

Key Responsibilities

Working collaboratively across our FCT and leading on the trusts, foundation, and institutional portfolio, the Programme Funding Manager has responsibility for the following specific areas.

Strategy & Business Planning:

- Contribute programme funding and partnerships expertise to organisation-wide strategy development processes.
- Collaborate with the FCT and others to support the development and implementation of the three-year fundraising strategy and future annual fundraising business plans.
- Manage, monitor, and regularly review the programme funding business plan.

Prospect & Opportunity Identification:

- Provide strategic direction to international teams to identify and build relationships with prospective partners and key networks in Kenya and Nepal.
- Monitor the funder environment for relevant opportunities.
- Collaborate with and support wider UK and international colleagues to help identify and progress the pipeline for sub-contracting partnership opportunities.
- Identify and share relevant opportunities and build qualified prospects into the pipeline.
- Ensure accurate record keeping for prospects and opportunities in management information systems.
- Periodically, generate reports and share data internally on our prospect pipeline.
- Maintain a high level of knowledge of the organisation's country strategies and project portfolios.
- Contribute to the development of RW's project pipeline, based on funding insights and the funding landscape.

New Business Development:

- Support project design aligned to organisational funding priorities, convening expertise from relevant colleagues across the organisation
- Lead on proposal writing and submission within the programme funding portfolio.
- Initiate and lead contact and conversations with new prospects.
- Collaborate with the Communications Manager and others to increase awareness of RW's brand and capabilities to drive growth in our programme funding and partnerships.

- Collaborate with the wider UK and international teams to progress and develop sub-contracting partnership opportunities.

Donor Stewardship:

- Manage grant contracting, including supporting due diligence requirements.
- Service contractual requirements for reporting and other donor benefits.
- Provide high quality stewardship for all partners in the portfolio, facilitating engagement in wider organisational activities and events, as applicable.
- Collaborate with the Communications Manager to deliver donor communications as applicable.

Contribute to Systems/ Process Development & Oversight:

- Improve systems and processes for donor research, pipeline management, and both unrestricted and restricted grants management. This includes a focus on the optimisation of RW's use of Salesforce.

Cross-cutting Projects:

- Contribute to organisation-wide development and improvement projects as required.

Person Specification

Essential:

- Three years' relevant programme funding experience in an international NGO or relevant charitable organisation.
- A track record of securing significant annual and multi-year funding from trusts, foundations, and institutions.
- A track record of producing winning funding proposals that communicate complex ideas in an accessible way.
- Research, project, and budget planning skills.
- Experience of developing new donor relationships, from prospect research through to grant contracting.
- Excellent verbal and written communication skills.
- Strong organisational skills, with experience of managing multiple projects and delivering to deadline.
- Knowledge of and commitment to international development and the role of international NGOs.
- Excellent IT skills across Microsoft Office, including Word, Excel and PowerPoint and teleconferencing platforms.
- Fluency in English.

Desirable:

- Demonstrable knowledge of and passion for RW's vision and mission.
- Experience of working with and/ or leading the development of project design tools, such as theories of change and logical frameworks.
- Comfort working with CRMs (especially Salesforce) and other MIS.
- Competence in complex budget review.
- Experience of developing partnerships to support interventions in RW's countries of operation.
- Willingness to undertake occasional international travel to Kenya and/or Nepal.

Values:

In addition to the essential criteria listed above, candidates must demonstrate a willingness to work towards our 'ENERGY' values, namely:

- Excellence – striving to be the best in everything we do.
- Networked – increasing our impact by collaborating with others.
- Empathy – showing respect and responsibility for the people we work with inside and outside our organisation.
- Resourceful – being effective in our work, making the most of new opportunities and delivering value in everything we do.
- Gravitas – using evidence to influence and grow our support.
- Yes We Can – feeling inspired by and proud of our work.

How to Apply

To apply for this role, please submit your CV **and** a supporting statement of no more than two sides, describing your experience and how you meet the person specification, to: jobs@renewable-world.org

The deadline for applications is 23:59 on Sunday 16th July 2023. We expect to hold initial interviews in w/c 24th July.

We are an equal opportunity employer and committed to equality, diversity, and inclusion in the workplace. We do not discriminate on the basis of age, race, gender, sexual orientation, religion, national origin, disability, or any other non-merit factor and we are keen to encourage applications from all qualified candidates.

Applicants must have the right to live and work in the UK.

Applicants to the recently advertised Programme Partnerships Manager job are kindly advised not to apply for this role.

Unfortunately, we are only able to contact shortlisted candidates.