Women’s economic equality is one of the biggest opportunities of our time. Empowering women is key to driving social change. Working at the Foundation is a chance to be part of that change.

About the Foundation

At the Cherie Blair Foundation for Women we help release the potential of women entrepreneurs, so they can redefine the future. Founded in 2008, the Foundation has supported over 200,000 women entrepreneurs in low and middle-income countries to transform their businesses and lives. In partnership with local organisations in over 100 countries, we deliver training, facilitate mentoring and share knowledge to help women start, sustain and grow their businesses. With our support, women reclaim the rights and freedoms they are too often denied. As a result, businesses flourish. Communities prosper. Attitudes shift. Economies grow. And women move the world in a whole new direction.

Our mission is to empower women to start, grow and sustain successful businesses, so they can redefine the future for themselves and their societies.

Ways to get in touch

Cherie Blair Foundation for Women, PO Box 60519, London, W2 7JU
+44 (0)20 7724 3109
recruitment@cherieblairfoundation.org
www.cherieblairfoundation.org

Registered Charity No. 1125751
**Partnerships Development Manager**

**Responsible to:** Senior Partnerships Manager for Trusts, Institutions and Corporate Foundations  
**Location:** London  
**Salary:** £30,450 - £35,425  
**Term:** Temporary - 10 months maternity cover  
**Hours:** Full time or option to work four days per week pro rata

**Team purpose:**  
To accelerate growth in income and partnerships across a range of income streams, thereby achieving long term, sustainable income growth for the Foundation and increasing our impact for women entrepreneurs.

**Job purpose:**  
As a self-starter with a proven track record of building relationships from scratch, you will play a leading role in growing the number and range of our funding partners. You will split your time to secure new income for the Foundation’s programme portfolio across three sources: corporate, corporate foundations, and family trusts and foundations.

Through your prospecting work and relationship development you will deliver funded partnerships with corporates, corporate foundations and family trusts, growing the Foundation’s restricted and unrestricted income by securing sustainable, multi-year funding for our core programmes.

You will lead on the research, approach and onboarding of potential funders and will work closely with colleagues across teams and closely with both the Senior Partnerships Manager for Trusts, Institutions and Corporate Foundations (TICF), and the Director of Partnerships. You will also be responsible for some account management and identifying opportunities to uplift existing donors.

To succeed in this position, you will have demonstrable experience of new business development, having raised six-figure funds, preferably with a track record in securing corporate and corporate foundation financial partnerships. You will be commercially aware, target-driven and donor-focussed. You will be skilled at developing strong, value-based partnerships, built on excellent interpersonal relationships and strategic alignment, communicating the Foundation’s programme in a compelling, inspiring way.

You will provide excellent reporting and first class donor care, and bring strong knowledge of networks and research skills. You will be proactive and ROI-focussed, with the ability to work both independently and as part of an ambitious team. Knowledge of and a passion for women’s economic empowerment (WEE) and/or women’s entrepreneurship would be highly desirable.
Key responsibilities

Strategy, Planning and Reporting:

- Work with senior colleagues in the Partnerships team to deliver our three-year strategic plan to expand and deepen our impact through large, highly strategic value-based partnerships
- Work with the Partnerships team to develop and deliver annual plans and budget targets, including developing and refining strategies for generating new-income
- Work with senior colleagues from our Programmes department to identify and plan opportunities to secure funding for our core programme offer
- Work with the Senior Partnerships Manager (TICF) to test and adapt new strategies to engage with corporate funders in the tech and finance sectors
- Maintain a qualified prospect pipeline and regularly provide updates and reporting on KPIs with an emphasis on ROI
- Apply a moves management approach to funder/donor stewardship
- Create and regularly update country/region specific donor research/mapping to inform our understanding of the funding landscape in the countries in which we work. Use this knowledge to support adjustments to plans
- Evidence a strong understanding of networks and how they can be mapped across all three income streams
- Develop a programme of research, trips and events to develop income from across streams
- Deliver and implement a solicitation strategy to attract funding from Family Trusts

Operational Responsibilities - develop and deliver the New Income Strategy

- Build new donor/income pipelines, network at the highest levels, and craft and deliver compelling pitches
- Work closely with the Programme teams to identify programme funding needs; develop new concepts, proposals and CSR products and offerings in order to secure new income
- Build new and profitable relationships which exceed the expectations of the donor whilst delivering valuable support for the charity
- Undertake activities to develop our identity and profile with corporate funders, building strong relationships with key funding stakeholders
- Maintain a current knowledge of potential funders and the evolving issues and opportunities for corporates in the WEE and Women's Entrepreneurship Development (WED) areas, seeking out opportunities to position the charity for increased income, influence and impact
- Support the contract development and contract management process for funding under your remit
- Develop and lead the coordinate fundraising and cultivation events with potential and current partners in the UK and overseas
- Work with our Senior Leadership Team and Founder, providing briefings and accompanying to meetings, UK and overseas trips, and fundraising events
• Produce tailored, high quality communications to donors – including on behalf of the CEO, Directors or Founder – and contribute to speech-writing and briefings as required

Other Responsibilities
As a member of the Partnerships team, support on cross-department deliverables including:
• Event logistics support and management
• Maintenance of a functioning CRM system (Raiser’s Edge)
• Providing regular updates, share learning and report on activities across the organisation
• Some administrative and financial tasks such as invoicing, preparing contracts and MOUs and working with the finance team to track payments

Person specification

Essential criteria:
• A background in fundraising or high value business development, with experience developing corporate partnerships and securing funding from corporate donors and/or corporate foundations or family trusts.
• Experience creating and building strong, long term corporate partnerships based on shared strategic goals and values
• Demonstrable experience of developing a prospecting strategy and managing a prospecting and stewardship programme
• Highly strategic with the ability to join the dots to identify areas of opportunity both across income streams and across a diverse range of sectors
• Excellent written and verbal communication and presentation skills and an ability to develop and communicate our offer in a compelling and inspiring way (ideally with experience communicating with corporate leaders, high level employees and entrepreneurs)
• Experience developing or advising on the creation of effective fundraising materials for corporate donor cultivation and events
• Ability to inspire donors and pitch ideas that capture their imagination and translate into financial commitments
• Experience working with donor databases (CRMs) and related systems
• Experience of contract development and management as well as donor reporting
• Good time management and ability to manage multiple tasks with competing priorities
• An ability to demonstrate personal resilience and self-motivation when faced with setbacks including high levels of personal drive
• An understanding of and passionate commitment to women’s rights
• Willingness to undertake travel – overseas and in the UK.
• Ability to work both independently and proactively as well as part of a team
• Excellent organisational skills with the ability to meet tight deadlines
• Commitment to the mission and values of Cherie Blair Foundation for Women’s programmes

Desirable criteria:
• Experience of working with HNWI and family trusts, with the ability to successfully influence people at all levels in a clear and persuasive way.
• You will have personally secured six figure contributions
• One or more additional languages, apart from English
• Knowledge of international development, women’s economic empowerment and entrepreneurship
• Previous experience of working in the international development sector and demonstrable knowledge of the key issues
• Experience living and working in a low and/or middle income country

Application

Candidates who wish to apply are requested to submit the following documents:
• Covering letter addressing relevant experience for the role (two A4 pages max)
• Current CV – no more than two pages
Please send your application to: recruitment@cherieblairfoundation.org

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief. All applicants should already have the right to work in the UK.

Job applicant privacy notice

Data controller:
The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?
The Foundation collects a range of information about you. This includes:
• your name, address and contact details, including email address and telephone number;
• details of your qualifications, skills, experience and employment history;
• information about your current level of remuneration, including benefit entitlements;
• whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
▪ information about your entitlement to work in the UK; and
▪ equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the Foundation process personal data?**

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.
The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

**How does the Foundation protect data?**
The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**Who has access to data?**
Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks. The Foundation will not transfer your data outside the European Economic Area.

**For how long does the Foundation keep data?**
If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**
As a data subject, you have a number of rights. You can:
- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact
enquiries@cherieblairfoundation.org stating ‘SUBJECT ACCESS REQUEST’ or telephone the PA to the CEO on 0207 724 3109.
If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?
You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making
Recruitment processes are not based on automated decision-making.