



Cherie Blair  
**FOUNDATION  
FOR WOMEN**

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

The Cherie Blair Foundation for Women works with women entrepreneurs in low and middle income countries so they can reach their full potential. By working together, we will eliminate the global gender gap in entrepreneurship.

Since our inception in 2008, we have supported more than 200,000 women to start and grow successful businesses in over 100 countries. Our approach opens doors for women entrepreneurs to networks, finance, new markets, investments, and opportunities. As a result, women create a future for themselves, their families, and their communities. In turn, they contribute to more robust economies, gender equality and a thriving entrepreneurial sector.

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](mailto:recruitment@cherieblairfoundation.org)  
[www.cherieblairfoundation.org](http://www.cherieblairfoundation.org)

## Major Donor Manager

**Responsible to:** Senior Partnerships Manager, Major Donors

**Location:** London

**Salary:** £35,000-£37,000+ (subject to experience)

**Term:** permanent

**Hours:** full time

### Team purpose:

To accelerate growth in income and grow our major donor funding portfolio, thereby achieving long term, sustainable income growth for the Foundation and increasing our impact for women entrepreneurs.

The Partnerships Manger will work closely with the Senior Partnerships Manager and Director of Partnerships to drive new engagement across our membership community and Senior Volunteer Board at a key time of growth in its membership.

### Job purpose:

This is an exciting new role. Working within our growing Partnerships (fundraising) team, you will enable us to capitalise on the momentum we have built over the last three-year strategy period which has seen us grow our global HNWI donor community by almost 100%. You will work closely with our Founder and high-profile business leaders, with the opportunity to travel to cultivate major donor networks around the globe.

You are a proactive and ROI-focussed individual with a record of building new relationships from scratch, you will play a leading role in growing the number of individual HNWI supporters as we move to delivery our new ambitious strategy in 2023. You will ideally have experience in creating and delivering exclusive events for senior level individuals. You will lead on the research, approach and onboarding of new donors.

Knowledge of and a passion for women's economic empowerment (WEE) and or entrepreneurship ecosystem would be highly desirable.

### Key responsibilities

- Work with senior colleagues in the Partnerships Team to deliver our strategic plan to expand our portfolio of support from private individuals.
- Oversee and raise money from a portfolio of new and current individual supporters, delivering a high level of planned stewardship and supporter experience
- Represent the Cherie Blair Foundation for Women at donor/prospect meetings, networking and cultivation events
- Coordinate and deliver innovative and engaging fundraising and cultivation events with potential and current supporters in the UK and overseas
- Work with our Senior Leadership Team and Founder to provide briefings and accompany to meetings, UK and overseas trips and fundraising events

## **Other responsibilities:**

As a member of the Partnerships team, support on cross-departmental deliverables including:

- Event logistics support and management
- Maintenance of a functioning CRM system (Raiser's Edge)
- Provide regular updates, share learning and report on activities across the organisation

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

## **Person specification**

### **Essential criteria:**

- Demonstrable experience raising money from a portfolio of new and current individual supporters, delivering a high level of planned stewardship and supporter experience
- Strong experience with relationship or client management (ideally three years+)
- Demonstrable experience of raising funds and securing four or five figure donations
- Understanding and experience working with and cultivating high level individual donors
- Excellent written and verbal communication and presentation skills and an ability to communicate in a compelling and inspiring way
- Experience of working towards personal targets as part of a small agile team where you support each other. Bringing enthusiasm and energy and a proactive commitment to work.
- Evidence of effective representation of an organisation to a broad range of stakeholders, including national and international figures of affluence, influence and high-net-worth individuals.
- Willingness to undertake regular international and UK travel
- Commitment to the mission and values of Cherie Blair Foundation for Women

### **Desirable criteria:**

- Experience developing and implementing successful events
- Experience working with donor databases (CRMs) and related systems

## **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](mailto: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
- 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
- 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](mailto: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.

