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| **TITLE:** Partnership & Philanthropy Content and Proposition Developer | | |
| **TEAM/PROGRAMME:** Member Growth | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide.** | |
| **GRADE**: C Mid-Senior level | **CONTRACT LENGTH:** Permanent | |
| **CHILD SAFEGUARDING:**  Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check. | | |
| **ROLE PURPOSE:**  Save the Children has agreed a new ambitious global Partnerships & Philanthropy (P&P) strategy for 2022-24, with an annual target of $500M USD. Global P&P has been identified as a priority area for Save the Children International (SCI), and is an increasingly strategic and important source of funding across the Save the Children movement.  To meet this ambition, we have identified that we lack the capacity to deliver the necessary fundraising content and proposals suitable for P&P audiences, enabling us to deliver against Save the Children’s Global Strategic Goals. The Global P&P Team at SCI is tasked with supporting Save the Children’s members to build their P&P capacity and further diversify our international member income base. P&P therefore needs a highly capable proposal writer who can engage directly with other teams across SCI to deliver timely and high quality content and fundraising propositions for P&P donors and partners. Engaging directly with other fundraising and technical teams across SCI, including the Global Goal and the Communications and Engagement Teams. The proposal writer will create strong, high quality fundraising content and proposals, tailored for P&P audiences, which fundraisers will use to deliver the income needed to realise our ambition.  The Proposal Writer will:   * Create bespoke content for P&P fundraisers so we can bring compelling propositions to P&P prospects rapidly and responsively * Actively seek and identify fundraising collateral that aligns with Save the Children’s strategic priorities, adapt if necessary, and distribute to P&P fundraising communities * Work closely with the P&P Project and Content Manager to manage content storage so it is easily accessible by fundraisers across the movement. * Adapt and produce fundraising toolkits and talking points for fundraisers in quick response to sudden-onset humanitarian crises, in coordination with other teams * Coordinate with other content producers across the movement, including SCI Centre, Save the Children UK and US, to collate and distribute the best content, and prevent duplication of effort * Work with fundraising leads and programme teams to create bespoke, compelling propositions for very high level prospects at $1 million+ level. | | |
| **SCOPE OF ROLE:**  **Reports to:** Director, Partnerships & Philanthropy  **Budget Responsibilities:**No  **Role Dimensions**: This role operates in a global matrix, membership-based organization | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Content Creation**   * As a member of the Partnerships & Philanthropy team, to enable the organisation to deliver against and exceed financial targets and broader P&P KPIs, helping drive forward sector-leading strategic relationships with philanthropists, corporate partners and foundations. * Working closely with the P&P team and Global Fundraising Communities (Corporate Partnerships, Philanthropy and Foundations) to identify the need for specific items of fundraising content and stewardship material. * Work with colleagues across SCI Centre and, where necessary, members and Country Offices, to create fundraising concept notes, reports and proposals tailored specifically for Philanthropy and Corporate Partnership audiences to the very highest standard. * Help create and augment the Partnerships and Philanthropy global fundraising proposition to advocate internally for greater focus on, and investment in, this funding stream * Create very high quality ‘pitch’ slide decks and activity reports to communicate activity and progress towards the department’s objectives. This will include working with colleagues in the analytics team to incorporate Member data and Key Performance Indicators.   **Coordination & Collaboration**   * Share learnings on communications and fundraising content with and between colleagues globally, using existing networks and building new communications channels where necessary * Cross-reference required content for strategic funding priorities, gaps in provision, and Members’ content production to ensure necessary fundraising and stewardship content easily accessible for Members- leading production of this content where it is absent. * Establish strong relationships with colleagues across Save the Children globally * Ensure that safeguarding, legal, due diligence and other guidelines are adhered to when requesting and producing information for fundraisers and external audiences * Work closely with the relevant colleagues in P&P and with Members globally to provide the most relevant and engaging propositions for external stakeholders * Work collaboratively with colleagues globally on cross-organisational projects * Create and promote linkages and cross collaboration with other leaders and teams, especially from the corporate partnerships and individual fundraising areas.   **External focus: ensure that Save the Children is staying abreast of the latest developments and best practice in P&P content.**   * Be responsible for staying abreast of the sector developments and innovations in the area of fundraising and stewardship materials for major donors, foundations and corporate partnerships. * Be responsible also for keeping up to date with relevant trends in the commercial and non-for-profit sector and harness these to inspire and inform your work with enhancing Save the Children’s partnership, foundation and philanthropy programmes.   **Oversight & Management**   * Lead delivery of globally shared information and content, to enhance our consistency and best practice approaches to philanthropy * Track and monitor progress against departmental targets and KPIs in this area, identifying solutions and course correcting where needed * Carry out the responsibilities of the role in a way that reflects Save the Children’s commitment to safeguarding, in accordance with the Child Safeguarding Policy. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**  Educated to degree level or equivalent experience | | |
| **EXPERIENCE AND SKILLS:**   * A deep understanding of Corporate and Philanthropy fundraising, donor motivations for giving and the different content requirements from different donor audiences * Excellent written and presentation skills and confident ability to deliver verbal and written proposals up to CEO level * Track record of producing high quality fundraising proposals that have secured gifts at $100,000+ level * Up to date knowledge of best practice and innovation in fundraising content for corporate and philanthropy audiences within the sector * Experience of delivering high quality content within a large, complex organisation with multiple stakeholders, preferably in an international development charity or similar * Acts without guidance on a frequent basis, limited oversight required * A proven team player. Someone who is open and who is able and willing to deliver beyond his or her personal brief * Proven ability to work collaboratively across departmental boundaries internally and externally to achieve shared organisational goals * A strategic thinker who is able prioritise and balance a busy work load * High fluency in written and spoken English essential and second language of Member country ideally. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |