



<b>Job Title</b>	Fundraising & Partnerships Lead
<b>Reporting to:</b>	CEO
<b>Location</b>	Home based, with ability to travel to London regularly for meetings/events
<b>Salary</b>	Up to £46,000 pro-rata (dependent on experience)
<b>Contract</b>	Permanent, 28 hours a week. Flexible working options offered
<b>Deadline</b>	1pm, Monday 5 <sup>th</sup> July
<b>Start Date</b>	ASAP preferably

The Circle is dynamic global feminist organisation using the collective power of women to support the world's most vulnerable women and girls. Founded in 2008 by singer, songwriter & human rights activist Annie Lennox, The Circle is inspired by the knowledge that when women come together and organise, they can be a powerful force for positive change.

We are a network of women from all walks of life and all backgrounds who have something in common: the awareness that we still do not live in a world where women and girls have equal rights and equal opportunities.

We stand as Global Feminists committed to making a difference in the global movement for gender inequality. We work to bring innovative solutions to complex women's rights issues by campaigning for equal opportunities and rights and raising funds for and supporting projects that empower women.

### **The Role**

This is an exciting time to join The Circle as we take the organisation to the next level. We are looking for an ambitious and entrepreneurial Fundraising and Partnerships Lead who is passionate about global feminism. You will understand how a small charity works, have a passion for women's rights and deliver the right combination of strategic insight and elbow grease.

This is a new role, supporting a new organisational strategy, and you will be responsible for developing and shaping the Circle's philanthropy & partnerships function, with the support of the CEO.

The Fundraising and Partnerships Lead will also research and develop a new Philanthropy Circle. It is an exciting opportunity to work alongside our current membership networks, including our Asian, Music, Lawyer and Media Circles, to support their potential to create change in our key strategic focus areas - women's economic empowerment and violence against women and girls.

We are a small, but friendly, driven and dynamic team, and we are looking for an warm, pragmatic and creative colleague with the ability to build warm, long-lasting relationships with our partners, members and supporters.

#### **KEY RESPONSIBILITIES**

- Lead The Circle's major gift fundraising, with a focus on individuals and corporate partnerships.
- Develop a systematic approach to managing fundraising information, to enable accurate recording of prospect information and stewardship of donors and members.
- Disseminate and present information about The Circle's priority fundraising programmes to prospective donors in a clear and compelling way. Produce thorough briefings for colleagues and senior volunteers prior to meetings with prospective major donors.
- Develop a plan for raising core income. Ensure the organisational case for support is up-to-date and that potential funders understand The Circle's model.
- Secure new strategic corporate partnerships and corporate donations.
- Ensure Individual Circles are supported in their work within The Circle, feel connected to the wider organisation, and that plans, and activities are aligned.
- Communicate regularly with Circle leads and committees to share plans and activities, seeking feedback and offering support as appropriate.
- Work with Individual Circles to organise and host fundraising and networking events to deepen and increase membership and cultivate and steward key members.
- Oversee the effective and efficient administration of membership databases and communications, ensuring GDPR compliance and fundraising best practice is in place.
- Lead and support on occasion with research and applications to trusts and foundations
- Take responsibility for setting and securing our annual fundraising targets, in conjunction with the CEO and wider team

<b>Person Specification</b>		
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
An excellent understanding of securing regular giving and high value donations from companies and major donors, including knowledge of fundraising best practice and donor compliance requirements.	✓	
Awareness of the trends and influences in philanthropy both in the UK and internationally.		✓
A good understanding and deep interest in women's rights.	✓	
Relevant fundraising qualification		✓
<b>Skills</b>		
Exceptional written and verbal communication skills, including presenting complex information in an engaging way to a variety of audiences.	✓	
Exceptional relationship management skills, with the ability to work with and harness a wide range of supporters, including high-profile individuals, activists and global brands.	✓	
Ability to understand the needs of donors, and exercise judgement with respect to an individual's giving capacity and when/how and what to ask.	✓	
Excellent system and information management skills, including proposal and reporting pipelines and deadline management.	✓	
A flexible, resilient approach to work, able to work independently and as part of a small team and adapt to changing circumstances as needed.	✓	
Fluent in English – written and verbal.	✓	
Proven ability to use own initiative and develop creative ideas to develop opportunities and solve problems.	✓	
Ability to effectively plan and prioritise a complex and varied workload while meeting deadlines.	✓	
High level of numeracy and the ability to develop accurate budgets both for donors and to manage the fundraising expenditure budget.	✓	
IT skills to include CRM systems, websites, and more advanced Microsoft packages.		✓
<b>Experience</b>		
Experience of building excellent relationships with high-net worth individuals and producing cultivation and stewardship plans.	✓	
Experience of working with Trustees and influential volunteers to identify prospects and steward donors.		✓

Experience of developing and managing giving circles.		✓
Producing and delivering creative and customised new business proposals in a corporate fundraising role.		✓
Experience in developing fundraising plans and setting and managing budgets including reforecasting and reporting against targets.		✓
A proven track record in developing successful high value proposals for funders.	✓	
Demonstrable successful use of digital and social media for fundraising, and working with an organisational brand to develop effective messaging.		✓
Good experience of setting up, maintaining, and monitoring systems to improve performance in fundraising and grant management, including fundraising and membership databases.	✓	

**Deadline: 1pm, Monday 5<sup>th</sup> July**

**Please send your 1) CV and 2) Covering Letter of no more than one A4 page to: [jobs@thecircle.ngo](mailto:jobs@thecircle.ngo)**

We would like you to include a short paragraph (or send us a short video if you prefer), telling us:

- Why you think you are the right fit for this job and a women's rights organisation
- What most excites you about it?

Interviews to take place w/c 12<sup>th</sup> July.

We embrace diversity and strongly encourage people of every race, orientation, age, gender, sex, religion, origin, and ability to apply.

If you have any questions about this role, please do reach out to us at [jobs@thecircle.ngo](mailto:jobs@thecircle.ngo)

We look forward to hearing from you.