



Job Description

Job title: Partnerships Funding Manager

Group: Fundraising & Engagement

Reports to: Head of Trusts, Foundations and Statutory

Usual office base: London, UK

Salary: Circa £38,950

Contract: Permanent, Full time

ABOUT LUMOS

Founded in 2005 by children's author, J K Rowling, Lumos has developed a Mission to fight for every child's right to a family by transforming care systems around the world. Its Vision is that all children enjoy their right to grow up in a safe and loving family.

Lumos commenced its work in Europe including Bulgaria, the Czech Republic, Moldova, Serbia and Greece. In 2014 its activities expanded and now include Colombia, Haiti, Kenya, Jordan and Malaysia. In each of these countries, Lumos is demonstrating that systems of public care for children can be transformed away from institutions by returning children to their own families with appropriate support and assistance to their parents or placing them in carefully selected and supervised alternative families.

Despite the milestones achieved, millions of children continue to live in institutions globally and until more countries adopt quality system-wide reform at national levels, this grave problem will persist.

Encouragingly national governments and major stakeholders are increasingly committing to transition away from harmful institutional models of care. However, many lack the know-how to develop holistic alternative solutions which support family and community-based care and it is not possible for Lumos and others in our sector to work directly in every country.

Leveraging its extensive experience and expertise, Lumos is restructuring as a global centre for systems change. Working in collaboration with strategic partners to provide remote targeted support, technical advice and training, the global centre for systems change will help to build

the capacity of national governments and other major stakeholders to lead safe, sustainable and system-wide reform. This will allow Lumos' work to benefit more children and families and achieve an impact greater than the sum of its parts.

JOB PURPOSE

The Partnerships Funding Manager works in the Fundraising and Engagement Group, whose aim is to generate sustainable income for Lumos's mission and engage key audiences and supporters through our communications and marketing. Within the wider Group, the role sits within our Global Fundraising team, an ambitious and supportive team of eight overseeing income generation from: Trusts and Foundations, Statutory, Philanthropy, Corporate and Individual Giving from the UK and US offices. In this role you will make a vital contribution to the team's objective to bring about transformative change for children by unlocking income and raising the profile of Lumos through strategic partnerships. In 2021, the Global Fundraising Team aims to secure over £3.9 million for Lumos's mission.

The Partnerships Funding Manager will act as an operational lead in the team - overseeing programme information management, proposal development and reporting. You will provide strategic end-to-end support on the projects and funding provided by high-value donors. This will include: establishing and managing proposal development and grant management systems; ensuring strategic project selection and marketing with Lumos's donor account managers; liaising with country offices to create project proposals, fundraising materials and reports; monitoring project progress against budgets and log frames; and providing programme oversight, including ensuring donor and grant compliance.

JOB OBJECTIVES

- Create and oversee fundraising project information systems and processes, such as proposal and reporting requests system, proposal libraries and pipelines; ensuring this information is kept up to date and accurately maintained.
- Liaise with fundraising colleagues to support the strategic selection and positioning of fundraising asks to donors, taking into consideration donor interests and requirements, and Lumos's own priorities and funding gaps.
- Monitor funding calls from institutional and statutory donors specifically, and work with the Head of Trusts, Foundations and Statutory on assessing the funding available and suitability of Lumos applying.
- Lead on creating high quality and engaging fundraising materials, including strategic funding asks (e.g. unrestricted or thematically focused) and bespoke proposals for funders, including trusts and foundations, major donors, corporate and statutory and institutional donors.

- Project manage the proposal development process, securing all the required approvals and overseeing quality assurance of the programme design, including log frames and budgets, where applicable.
- On successful applications, lead and coordinate handover of necessary processes to delivery teams and establish systems for regularly monitoring project delivery against grant and donor requirements.
- Develop and oversee reporting systems and liaise with programme delivery teams to produce timely reports for donors, as needed.
- Ensure compliance across the funding portfolio, including against donor requirements and grant agreements.
- Work closely with donor account managers in the fundraising team to understand their marketing needs and to provide information as needed on Lumos’s work and programmes.
- Proactively maintain relationships with key Lumos departments, including country offices, to remain up to date on funding needs and priorities across the organisation and develop fundraising materials and updates for donors accordingly.
- Liaise with the Head of Trusts, Foundations and Statutory and other Lumos senior management to advise on end to end grant/funding management systems, policies and processes required for success and to share and drive best practice within the team and wider organisation.
- Keep up to date with the major issues pertaining to children, child rights and the care reform sector, as well as the donor and funding environment.

PERSON SPECIFICATION

Knowledge		
	Essential	Desirable
• An excellent understanding of fundraising from a range of donors, including trusts and foundations, corporates, major donors and statutory.	✓	
• Detailed knowledge of donor requirements in relation to proposals, reporting and compliance.	✓	
• A solid understanding of international development programmes, including their design and delivery.	✓	
• A strong working knowledge of Microsoft Office (Outlook, Excel, Word and PowerPoint).	✓	
• An understanding of child’s rights and deinstitutionalisation programmes.		✓
• Awareness of the trends and influences in the fundraising environment – in the UK and US particularly.		✓
Skills		

	Essential	Desirable
<ul style="list-style-type: none"> • Exceptional written and verbal communication skills, including presenting complex information in an engaging way to a variety of audiences. 	✓	
<ul style="list-style-type: none"> • Excellent interpersonal skills and ability to communicate well with, and influence, a broad range of internal and external stakeholders. 	✓	
<ul style="list-style-type: none"> • Excellent system and information management skills, including proposal and reporting pipelines and deadline management. 	✓	
<ul style="list-style-type: none"> • Outstanding organisational and record keeping skills with the ability to prioritise a heavy workload and meet deadlines. 	✓	
<ul style="list-style-type: none"> • Strategic decision making and excellent negotiation skills with an ability to provide direction within a high performing team. 	✓	
<ul style="list-style-type: none"> • Strong numeracy and budget building skills. 	✓	
<ul style="list-style-type: none"> • Enthusiastic and results driven with strong initiative and ability to motivate others. 	✓	
<ul style="list-style-type: none"> • A flexible, resilient approach to work, able to work independently and as part of a team and adapt to changing circumstances as needed. 	✓	
<ul style="list-style-type: none"> • Fluent in English – written and verbal 	✓	
<ul style="list-style-type: none"> • Fluent in French and/or Spanish 		✓
Experience		
	Essential	Desirable
<ul style="list-style-type: none"> • A proven track record in developing successful high value proposals (including £1m+) for trusts and foundations, corporates, major donors and statutory funders. 	✓	
<ul style="list-style-type: none"> • Strong experience in budget building (including £1m+) and ensuring compliance with an organisation's internal finance policies, such as cost recovery, and donor requirements. 	✓	
<ul style="list-style-type: none"> • A proven track record in supporting fundraising and providing insight on proposal development to deliver against stretching income targets and improve proposal conversion rates 	✓	
<ul style="list-style-type: none"> • Extensive experience of setting up, maintaining and monitoring systems to improve performance in fundraising and grant management. 	✓	
<ul style="list-style-type: none"> • Experience of thriving in a dynamic, fast-paced environment or organisation. 		✓

OUR VALUES

Children are at the heart of everything we do. Every child needs love and care in order to flourish – and we're proud that this is reflected in the values we hold within our organisation. We want to see all children grow up in safe and loving families. Our core values drive us forward in our vision, underpin every aspect of our work and strategy, and are critical to helping us maintain a thriving and effective organisation. By making sure every individual feels valued and empowered, we can bring about the very best outcomes for the children we serve.

- We embrace **COLLABORATION**
- We strive for **EXCELLENCE**
- We show **RESPECT**
- We always **CARE**
- We are **PASSIONATE**

SAFEGUARDING STATEMENT

Lumos recognises that the rights of safety and security are aligned with its core mission of ending institutionalisation. Effective and robust safeguarding sit at the heart of our mission and values, and accordingly, Lumos is committed to ensuring the safety and protection of children and vulnerable adults in all its work. We expect all staff, associates and volunteers to share this commitment. Lumos will carefully screen all applicants and any offers of employment are subject to appropriate employment and background checks, as well as suitable references from previous employers.

Lumos is committed to ensuring the safety and protection of children and adults at risk in all our work. All staff and associates must:

- Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility.
- Ensure work complies with all safeguarding policies and procedures that apply to the role.
- Ensure that their behaviours and actions support the safeguarding of children, young people and adults at risk as appropriate.

EQUALITY, DIVERSITY AND INCLUSION STATEMENT

Lumos is wholly committed to equality, diversity and inclusion and against all forms of discrimination.

We are committed to creating and sustaining a positive working environment that encourages, supports and gives a voice to all, so that we can best support the children we serve. We must ensure that all staff are equally valued, included, empowered and respected across the organisation and in everything we do. Lumos is fundamentally built on diverse, multi-

national and multi-cultural teams. This is something we cherish as a key strength and an integral part of our identity. Our organisation values and celebrates the diversity, culture and experience of each member of staff, provides equality of care, and support to everyone.

We pledge to listen carefully, to educate ourselves continually, to promote open dialogue, and to seek out and deal with discrimination and prejudice wherever it occurs in Lumos.