



## Job Description

Job Title	Manager Institutional Funding & Strategic Partnerships
Location	Dewsbury
Reporting to	Chief Executive Officer
Date	10 <sup>th</sup> August, 2020

### SKT Welfare UK

SKT Welfare is a UK based registered charity, founded in 2008 dedicated to the delivery of humanitarian aid and solutions regardless of race, political affiliation, gender or belief. Its vision is “a world where everyone is being cared for and live a sustainable life free from extreme poverty”

### Job Purpose and Scope

To support SKT head office and Field offices in the organisation’s growth through proactive management and coordination of institutional funding and strategic partnerships across SKT’s countries of operations. The Manager IFSP will focus on securing funds, building and enhancing strategic with Institutional Donors, Trusts, Foundations, Limited Companies, Arab donors, High Net Worth Individuals (HNWIs) in the UK, Europe, the USA and Middle Eastern Countries.

### Main Responsibilities

#### Funding Strategy/ Planning (30%)

- To analyse donors’ funding priorities, gathering related intelligence and identifying new potential donors for SKT humanitarian and development projects in the target countries.
- To gather information about institutional and other donors’ thematic and geographical preferences. These include UN Agencies, EU/ECHO, DFID/UKAID, USAID, GOAC, Government of Isle of Man etc.
- To develop a database of existing and potential institutional donors through donor mapping for HQ and field offices
- To support senior management in the preparation/ updates of organisational and departmental strategy and planning
- To participate in relevant internal and external working groups, conferences and workshops for networking and profile building of SKT
- To travel nationally and overseas for networking in addition to establishing an understanding for better, up-to-date programme design and proposal development

#### Proposal Development (30%)

- To assist programmes department at the HQ and field levels in developing high quality concept notes, proposals, budgets and logframes for submission to institutional and other donors
- To make sure all the supporting documents are readily available for submission to institutional donors, trusts, foundations, corporate sector, etc.

- To ensure all submissions are in line with donor guidelines, internal criteria and international standards
- To make coordination with programme, finance and all related staff/ partners across all HQ and field levels for gathering information required for CN and Detailed proposal

#### Grants Management and Reporting (20%)

- To assist programmes department at the HQ and field levels in undertaking grants management oversight role, including monitoring of projects' compliance with approved funding standards, policies and practices; ensuring any needed amendments are secured, etc.
- To assist programmes department in ensuring high quality reports to donors meeting their requirements and highlighting the impact and value of SKT's work
- To gather relevant and updated information from respective programme staff for annual report

#### Capacity Building (10%)

- To identify the training needs of the programme and other staff at the HQ and field office levels;
- To prepare material for training workshops for programme and other staff and deliver trainings on quality proposal development, project cycle management, logframes, and reporting to donors at the HQ and field levels
- To Liaise across the organisation to share learning and best practices

#### Due Diligence Documentation (10%)

- To prepare and update due diligence and capacity assessment related documents, policies and manuals for submission to institutional and other donors
- To prepare documents required for memberships, networks and entities.

#### **General**

- Must adhere to the charities policies and procedures, e.g. Data protection, Health & Safety at Work, Global Code of Conduct, Safeguarding etc.
- Must respect the confidentiality of all matters relating to their employment and other members of staff
- Shall demonstrate on-going professional development through reflective practice and participation in internal and external development opportunities as evidenced in a Continuing Professional Development portfolio.
- Participate in the appraisal process and ensure that agreed objectives are achieved, taking responsibility for directing own learning and development activities (e.g. private study, e-learning)
- Establish and maintain effective working relationships with co-workers, supervisors, managers, directors and the general public.
- Assist staff in other departments and regions as required in order to facilitate the work of the charity
- The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder