



## Job Description: Programme Funding Manager

**Responsible to:** Senior Programme Funding Manager

**Location:** The role can work flexibly between the office (101 Pentonville Road, London N1 9LG) and home

**Department:** Supporter Engagement

### PURPOSE

This is an exciting opportunity to join Sense International's growing Fundraising Team at a time when we are developing our new 3-year organisational and fundraising strategy. As Programme Funding Manager you will manage and grow funding from our current institutional donors (including statutory/Government partnerships) as well as exploring new opportunities globally in collaboration with the Senior Programme Funding Manager to deliver a diverse, high-value, multi-year portfolio.

You will work closely with our international and programme teams to develop compelling proposals that demonstrate the importance and impact of our projects. Through regular dialogue with our programmes and international teams you will witness first-hand how your work directly impacts the lives of children and young people with deafblindness.

### SPECIFIC RESPONSIBILITIES

#### Securing funding:

- Research, identify and maintain pipeline of new funding opportunities from Institutional, Lottery, European and Global donors for all Sense International (SI) thematic areas and the 8 countries we work in.
- Manage, coordinate and write applications for funding to current and new donors in collaboration with UK and International Programme staff across SI.
- Securing new business partnerships to diversify and expand the portfolio of funding.
- In collaboration with other colleagues, proactively work to position SI as a partner of choice for other organisations working on consortia bids.

### Financial Management:

- Be responsible for tracking and reporting on income against organisational budget and funding pipeline as part of internal financial monitoring.
- Monitoring, reviewing and reporting on income and expenditure of grants (including budget revisions where needed) with finance and programme colleagues.
- Review contractual performance on projects with Country Directors, UK and International Programme staff and proactively work with them to address financial and contract compliance issues e.g. under/overspends, cash flow, exchange rate losses, procurement issues etc.

### Donor Relationship Management, Grant Management and Profile raising:

- To manage and develop strong relationships with a portfolio of current donors and new business prospects, providing excellent stewardship.
- Lead on grant management for a portfolio of donors to ensure high quality financial and narrative reporting and compliance including International Aid Transparency Initiative (IATI) standards.
- Collaborate with other NGOs and networks on policy, advocacy and lobbying on funding related issues e.g. Bond Funding Working Group, Disability Inclusive Development (DID) consortium partners and the International Disability and Development Consortium (IDDC).
- Build confidence and excitement in SI's vision and work, both internally and externally.

### Skills and Knowledge sharing:

- Building and maintaining good working relationships with all SI colleagues in the UK and the countries we work in. In particular, supporting and mentoring fundraising colleagues in East Africa and sharing global funding opportunities.
- Working closely with SI's International Teams to support the development of funding strategies and plans in the countries where we work.

### General:

- Undertaking tasks as agreed with the Senior Programme Funding Manager and Head of Fundraising in line with this role.
- Occasional travel to visit International programmes.
- Contribute to quality standards, processes and ensure records are kept in line with Data Protection Act and GDPR regulations.
- Be aware of and abide by all relevant SI policies and procedures, especially Safeguarding, Health & Safety and Equality & Diversity.

## Person Specification: Programme Funding Manager

Essential Criteria	Desirable Criteria
<b>Achievements and Experience</b>	
Educated to degree level or equivalent level of experience.	
<b>Knowledge, Skills, Abilities and Personal Qualities</b>	
<p>In-depth experience of developing applications and securing funding from Institutional/Statutory, Lottery and European funding sources.</p> <p>International fundraising experience.</p>	Experience of working with issues of health and/or disability. Sensitivity to, and willingness to develop an understanding of deafblindness.
Experience of building excellent relationships with Institutional donors including writing stewardship plans and producing high quality reports.	A commitment to people with complex communication and Sense International's vision and values; a willingness to learn how to communicate with people with complex communication and identify the barriers to their participation in Sense International's work.
<p>Track record in identifying and researching donors that align with Sense International's strategy and programmatic areas.</p> <p>Up to date knowledge of the charity sector.</p>	
<p>Excellent communication skills in English and the ability to adapt and write for different audiences.</p> <p>Proficient in MS Office.</p>	
Excellent data analysis skills and ability to process large quantities of financial information, including administrative and data recording skills	Experience of using Raiser's Edge or equivalent database.

Ability to effectively plan and prioritise a complex and varied workload while meeting deadlines.	
Proven ability to use own initiative and develop creative ideas to develop opportunities and solve problems.	
Proven ability to work collaboratively across an organisation to achieve a common goal.	
Knowledge and understanding of Sense International's history, vision and strategy.	
Understanding and commitment to Equality, Diversity and Inclusion.  Able to comply with the principles of GDPR maintaining confidentiality at all times	