

Job Description

Position: Fundraising and Partnerships Manager

Reports to	Head of Fundraising, Impact and Communications
Direct reports	None
Job family	Coordinator
Location	United Kingdom, with occasional international travel required
Latest update	March 2025

About us

We are the Global Network of Civil Society Organisations for Disaster Reduction (GNDR), the largest global network of organisations committed to working together to improve the lives of people affected by disasters worldwide. Since being established in 2007, we have grown into a network of 1,965 member organisations across 131 countries, representing millions of people on the frontlines of hazards, climate change and mass displacement. Through transformative, evidence-led programming and powerful advocacy, we are driving climate action and disaster resilience alongside our members across the globe.

Our vision

A world in which everyone works together to strengthen the resilience of people most at risk and prevent hazards from becoming disasters.

Our goals

Our members have set three goals for the network for our 2020-25 strategy:

1. Strengthen the collaboration, solidarity and mobilisation of civil society organisations
2. Champion a localisation movement
3. Strive for risk-informed development

Global Network of Civil Society Organisations for Disaster Reduction (GNDR)

Registered charity no. 1141471. Company limited by guarantee registered in England & Wales no. 07374358
Registered office: 8 Waldegrave Rd, Teddington, London, TW11 8HT, UK
+44 (0)2089 777726 | info@gndr.org | gndr.org

Purpose of the secretariat

The secretariat is responsible for delivering the strategy and annual work plans, as agreed by the global board and trustees. The secretariat supports the development, coordination and implementation of the GNDR strategy. Our team is responsible to the board of trustees and the global board, via the executive director. We are a truly global team with staff based in countries including: India, Indonesia, Kenya, Panama, Togo and the UK.

Main purpose of the role

The Fundraising and Partnerships Manager is a vital member of the Secretariat team. This holistic role is responsible for supporting all fundraising activities across GNDR. This includes conducting research on prospective institutional and philanthropic donors in GNDR's priority markets (UK, Europe and North America), developing strategies to build engagement, leading the design and production of high quality donor submissions, and ensuring effective grant management and reporting.

Position in the organisation

- Responsible to the Head of Fundraising, Impact and Communications (FRIMCO)
- Part of the secretariat team and active participant in cross-team working
- Works in close collaboration with GNDR members and project partners

Overall scope of the role

- Donor prospecting
- Business development and management
- Funding proposals
- Donor reporting and compliance
- Team collaboration

Specific responsibilities

The remit of the post will cover the following core tasks and responsibilities:

Donor prospecting

- Building on GNDR's existing research, continue to research and map prospective philanthropic and institutional donors against strategic priorities
- Support GNDR's Regional Leads through prospecting donors in their respective region
- Lead opportunity assessment, including monitoring donor portals for upcoming calls for proposals

Business development and partnerships management

- Drive business development initiatives by identifying and cultivating partnerships with diverse stakeholders, including corporations and foundations
- Develop and implement innovative and transformational strategies to mobilise resources, ensuring sustainable growth and diversification of funding streams
- Support efforts to reimagine GNDR's funding model, incorporating innovative approaches in order to transition from project-based funding to sustainable, unrestricted revenue streams
- Identify, cultivate, and maintain relationships with potential and existing partners, including corporations, foundations, governments, and other NGOs
- Support the Head of FRIMCO with building and maintaining relationships with institutional donors and peer agencies for potential consortia
- Join relevant fundraising networks and attend fundraising events
- Support the Head of FRIMCO with the design of donor stewardship events and donor communications to increase engagement

Funding proposals

- Support the Head of FRIMCO, in close consultation with Programmes, Regional Leads, and GNDR members in the design, writing, and submission of compelling funding applications (including concept notes, proposals, budgets and supporting documentation such as logframes and theory of change narratives) to relevant donors at regional and global levels
- Manage the development of a bank of project concept ideas to be used for fundraising
- Analyse and disseminate the reasons for success or failure and facilitate corrective action necessary to improve the success rate of future funding applications

Donor reporting and compliance

- Support the writing, review and editing of donor reports prior to submission to ensure timely, quality reporting that meets donor terms and requirements
- Respond to donor reporting queries with any necessary follow up

- Ensure compliance with grant requirements, including accurate financial management, timely reporting, adherence to legal and ethical standards, thorough documentation, and effective risk management

Team collaboration

- Collaborate with internal teams, including programmes and communications, to craft unified fundraising campaigns that resonate with target audiences
- Encourage cross-departmental brainstorming sessions to generate innovative fundraising ideas and strategies
- If required, provide training to staff and members on specific fundraising initiatives, equipping them with the skills and knowledge necessary to contribute effectively
- Contribute to building a culture of collaboration and shared accountability for achieving fundraising success

Person specification

Attributes and skills	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous experience in fundraising within the INGO sector • Previous experience in managing relationships with and securing funding from institutional donors (e.g. FCDO, USAID, EC, etc.) • Experience in fundraising from philanthropy audiences including trusts and foundations, as well as corporates, in UK, Europe and/or the US • Demonstrated success in business development, with a proven track record of securing significant funding and building long-term partnerships • Strong expertise in designing and executing creative and impactful resource mobilisation strategies • Experience in developing successful funding proposals • Grant management experience including compiling financial and narrative reports, 	<ul style="list-style-type: none"> • Experience of working in sectors relevant to GNDR – disaster response, DRR, resilience, climate, CSOs networks • Experience in prospect research • Experience in developing and implementing transformational funding models that challenge traditional approaches, driving increased financial resilience and scalability

	<p>and ensuring adherence to compliance requirements</p> <ul style="list-style-type: none"> ● Proven experience in training and/or capacity building ● Knowledge of fundraising policies and legislation relevant to the UK charity sector 	<ul style="list-style-type: none"> ● Experience of MEAL within proposal development
<p>Skills and abilities</p>	<ul style="list-style-type: none"> ● Proficiency in written in English ● Proposal and report writing skills, including financial reporting ● Good IT and computer skills, including use of Excel, Google Suite ● Good planning, budgeting, monitoring and evaluation abilities ● Detail-oriented with a commitment to accuracy and quality ● Ability to work independently as well as effectively within a team ● Strong communication, selling, influencing, and persuading skills, both written and verbal, particularly being able to communicate complex issues succinctly in writing ● Innovative thinking to develop unique fundraising ideas and campaigns 	<ul style="list-style-type: none"> ● Fluency in other languages preferably Spanish or French would be desirable but not essential
<p>Personal qualities</p>	<ul style="list-style-type: none"> ● A calm, confident and welcoming manner ● Adaptable and agile, with the ability to thrive in diverse environments and effectively adjust to varying approaches ● Capable of thriving in a fast-paced work environment, effectively managing conflicting priorities while consistently meeting deadlines ● Diligent and conscientious with work responsibilities ● Driven, proactive, and self-motivated, with a strong ability to take initiative and identify opportunities for improvement and innovation ● Empathetic and sensitive to various stakeholder needs 	

	<ul style="list-style-type: none"> • A commitment to GNDR values of trust, mutual accountability, equity and respect for diverse identities and perspectives • Cultural sensitivity and awareness of the importance of upholding and embedding values of equity, diversity and inclusion • Strong interpersonal skills and comfortable in cross cultural communication with people from different backgrounds 	
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Information for applicants

Eligibility	<p>Suitable candidates must be eligible to work in the UK. Currently, our UK-based staff work on a hybrid basis, with a minimum requirement of one day per week at the Teddington office. Following a consultation phase, we are exploring a different type of hybrid working model that, pending approval, may include in-person team meetings once a month, in a flexible working space in London. This plan aligns with the anticipated closure of our Teddington office, providing an opportunity to foster collaboration in a new environment.</p> <p>Please note that occasional international travel is required for this role.</p>
Start date	Negotiable although we are looking to fill the position as early as possible.
Contract type	Contract will be offered on a 12 months fixed-term full-time basis subject to funding availability and relevant pre-employment checks and satisfactory completion of a six-month probationary period.
Office hours	35 hour working week (Monday to Friday 9:00am - 5:00pm) with a 1-hour lunch break (unpaid). Flexible working arrangements can be considered as part of the recruitment process.
Annual leave	33 days including public holidays, plus additional year end office closure.
Probation	Six months probationary period with a three month mid-term review

Salary	The salary range for this role is £41,127-£44,090 per annum based on working full time hours (35 hours per week)
How to apply	<p>To be considered for this role, please submit an up to date copy of your CV (max 2 A4 pages) and a Cover Letter (max 1 A4 page) by email to HR@gndr.org. Please include in the subject of the email, the following: "Application for the Fundraising and Partnerships Manager role"</p> <p>Please note: we are unable to accept incomplete applications and we may reserve the right to close the vacancy early if a satisfactory number of quality applications are received.</p> <p>If you have any questions or need to discuss any adjustments to the recruitment process, please contact our recruitment team at HR@gndr.org</p>
Equity, diversity and inclusion	<p>We are dedicated to creating a team that embodies the rich diversity of the society and communities we serve. Our commitment lies in cultivating an inclusive environment, where everyone has the opportunity to thrive.</p> <p>We strongly encourage applications from individuals of diverse backgrounds, including those from underrepresented ethnicities, nationalities, socioeconomic circumstances, and individuals with disabilities. We celebrate the unique experiences and perspectives that every candidate brings and are dedicated to ensuring fair and equitable opportunities for all.</p>