



Creating opportunities for the world's poor



Strategic Partnerships Officer

Candidate Pack

March 2021

Contact us

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About BRAC

BRAC is committed to creating opportunities for people living in poverty.

Founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, BRAC is today a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights and social enterprises, as well as a bank, a university, and the world's largest mobile money platform.

BRAC is unique among the world's major non-profits in that our overall budget is majority self-financed. In Bangladesh, where BRAC was founded, BRAC finances 76% of its average annual national budget from our own socially-responsible businesses.

Globally, we consider ourselves 'the world's biggest family'; with Headquarters in Bangladesh, we work across 11 countries to enable 110 million people to transform their lives and livelihoods.

BRAC has been ranked as the number one NGO in the world for five consecutive years by NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector;

"Pragmatic and adaptive, BRAC can now play any game, whether using for-profit or non-profit approaches, to face and challenge systems of inequity. BRAC ticks every box this year, with extra scoring for the clarity of its five-year strategic vision and its willingness to expand its international outreach...Today, BRAC is more than a reference; it is leading the non-profit world toward its next degree of efficiency and leverage": NGO Advisor Editor-in-Chief, Jean-Christophe Nothias.

About BRAC UK

BRAC UK was founded in 2006 and is one of the four members of the BRAC Global group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC at the moment, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030. A new Global Board was formed in 2019 to oversee the global strategy and during 2020 will conclude agreements with these four BRAC entities.

BRAC UK supports BRAC's development work around the world through fundraising, contract management and donor relationship management. We also provide specific expertise in the areas of inclusive business approaches, innovative financial tools, private sector partnerships, and disability inclusion. BRAC UK plays a key role in BRAC's work engaging with and influencing policy makers and practitioners to tackle extreme poverty.

Job Description

Job Title: Strategic Partnerships Officer

Contract Type: Full Time

Reports to: Strategic Partnerships Manager

Location: Southwark, London

Salary: £31,213 per annum

Key relationships: **Internally-** Strategic Partnership Manager, Advocacy and Communications Manager, Programmes team, Chief Executive, Finance Team

Externally- Major donors, Bangladeshi diaspora, Programme teams and technical staff across BRAC International and BRAC Bangladesh

Background and Role

We are BRAC. For close to 50 years we've been driven by a single goal; creating opportunities for people living in poverty to realise their potential. From community health to humanitarian response, gender equality to food security and education to ultra-poor graduation, we fight poverty as an act of justice. Integrity, innovation and impact define our drive, and we are proud that this is recognized, with BRAC being ranked as the number one NGO in the world, for five consecutive years.

We are 'the world's biggest family'; with our Headquarters in Bangladesh, we work across 11 countries to enable 110 million people to transform their lives and livelihoods.

At BRAC UK – an awareness- and resource-raising affiliate of BRAC – we recognise the challenges the current climate presents, and we are ready to tackle them. By scaling our investment in developing strategic partnerships, we're committing to scaling support on the issues that matter most to the poorest people on the planet, and we're committing to establishing BRAC as a credible and influential Southern partner ... with your help.

BRAC UK is looking for a dynamic professional to support key relationship building and fundraising responsibilities in line with BRAC UK's ambitious new plan for 2021-2023 which will support BRAC's strategy to change lives for 250 million people by 230. An essential member of the Strategic Partnerships Team, the Strategic Partnerships Officer will contribute to BRAC's sustainable development and ongoing service delivery through new investment opportunities with High Net Worth Individuals (HNWIs) that would include but not be limited to the Bangladeshi diaspora in the UK and Europe.

The Strategic Partnership Officer will be responsible for supporting the development of a new strand of partnerships with key HNWIs in the UK and Europe. This new income stream has been identified as a key area that the UK team will build out, leveraging existing networks and developing new ones. With support from the Strategic Partnerships Manager, the Strategic Partnerships Officer will also be responsible for support on major donor, trust and foundation relationships and income (£10k - £1m plus).

This is a new, exciting division within an innovative team, with scope for high income growth given the depth and breadth of BRAC's work. The BRAC family provides an open and

energising work environment, encouraging cooperation and collaboration across the organisation. You will have a large range of options for funding to offer to partners, that allows for bespoke and strategic projects, to encourage donor interests whilst aligning with the mission and vision of BRAC.

As a candidate, you understand partnerships based on trust and strong relationships and you know how to develop and maintain it. You should be able to communicate with key individual donors with ease, and have a track record in designing high-impact pitches that appeal to the unique donor. You can capture and communicate donor intelligence and use it to inform strategy. You are confident at building relationships; from internal colleagues to influential members of the donor community, and you recognise their value in positioning BRAC as a Southern led international development leader. You are excited at the prospect of working to highlight BRAC's commitment in eliminating extreme poverty.

The Strategic Partnerships Officer will work closely with the BRAC UK team and report to the Strategic Partnerships Manager. They will be responsible for providing timely performance reporting against targets and strategy, for internal and external stakeholders.

Together, we'll change lives. We'll shape and implement BRAC UK's individual partnership strategy and garner enthusiasm and passion for global change across existing, and new, partners. We'll leverage the confidence and capacity of credible champions across the BRAC family to inform partners and develop champions for our work. And, crucially, we'll showcase our leadership in elevating the problem of, and proven solutions for, extreme poverty.

Key Responsibilities

Supporting the Strategic Partnership Manager in driving new business through the following:

1. Researching new UK/European Trust and Foundation funding opportunities and
2. Researching potential new major donor relationships

Develop and support in managing a portfolio of current and prospective Major Donors and to identify, research and initiate new donor relationships with support from the Strategic Partnerships Manager by:

- Providing efficient and effective account management for existing major donor relationships and ensuring continued support for BRAC's work through effective stewardship.
- Following through leads and supporting the SP Manager in delivering persuasive and professional face-to-face meetings with potential and existing donors.
- Working with the Strategic Partnerships Manager and the Programmes team to source projects available for funding and ensuring proposals and reports are compelling, submitted on time and are appropriate for the gift level.
- Working with the Communications team to develop and update key materials for donors.
- Organising events, especially for key HNWIs.
- Be responsible for meeting own financial targets as well as directly contributing to meeting annual income targets for the team.
- Document potential and existing donor information, updating the existing systems and database.
- Develop knowledge and understanding and keep abreast of developments within BRAC and the development sector in order to communicate and negotiate effectively with stakeholders.

Other Responsibilities:

- Attend regular team meetings and develop notes for appropriate filing and dissemination.
- Provide administrative support to the team where required.
- Keep up to date with the major issues pertaining to development, as well as the donor environment.
- Supervise and support volunteers as and when necessary
- Undertake other tasks and projects as requested by the Strategic Partnerships Manager.

General:

- Ensure that all activities undertaken on behalf of BRAC UK, externally or internally, are in line with the overall aims of the organisation and with policies and procedures.
- Participate in training and other activities as requested.
- Undertake such other duties and responsibilities that the Strategic Partnership Manager/CEO may from time to time request. BRAC UK is a small team and all staff are occasionally called upon to support the work of others in different ways

Safeguarding:

The Strategic Partnerships Officer will be responsible for ensuring organisational safeguarding policies are upheld in all their interactions. Particular responsibilities include:

- Ensuring relevant due diligence on programmes proposals is undertaken where BRAC UK is securing funding for those, enabling the programme to be delivered as safely as possible
- Ensuring Fundraising and Partnerships staff are aware of their safeguarding responsibilities and the related organisational policies and procedures, including how to raise safeguarding concerns when appropriate

Person Specification

	Essential	Desirable
Qualifications		Undergraduate degree
Experience	Demonstrable experience of face-to-face fundraising, making the ask, and managing and prioritising a portfolio of individual donors	Experience of positive engagement and established relations with members of diaspora, HNWI community
	Organising/supporting events	Experience of working in the international development sector is desirable
	A proven track record in meeting, or exceeding, financial targets and soliciting five-figure gifts from existing donors and prospects	
	Working with a fundraising database such as Salesforce and relevant online tools.	
	Working to conflicting deadlines	
	Direct experience and a proven track record in a similar role	
	Fluent in English;	
Qualities	Strong commitment to BRAC's values, mission and approach;	Strives for excellence: Strong delivery focus – prioritises - sets and achieves ambitious targets
	Flexible and adaptable with good interpersonal skills and a 'can-do' approach;	Displays teamwork
	Self-motivated and able to work on own initiative in a small team	Shows commitment to learning
	Meticulous attention to detail and accuracy	
	Dependable and reliable with the ability to be productive under time pressure	
	Very well organised, capable of building productive internal and external relationships for the organisation;	
	Positive, resilient and supportive	

Equal Opportunity Policy

BRAC UK has an equal opportunity policy and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Terms

This is a full-time contract, subject to funding, based on a 35 hour week (plus one hour for lunch). The employee handbook guide details other terms and conditions of employment.

Salary and pension

The salary for this post is from £31,213 per annum.. Salary increases are considered annually, although the organisation is under no obligation to increase salaries year on year. New employees are eligible to join the NEST pension scheme to which the company makes a matched contribution of up to 6 per cent of salary per annum.

Holidays

Leave entitlement is 25 days per annum pro rata in addition to the statutory holidays, increasing by 1 day per year (after one full calendar year service), to a maximum of 30 days.

Location

In the current climate, BRAC UK employees are home-based, but this post is usually located at the BRAC UK office in Southwark. Our office is a short walk from Waterloo Station.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries, from any harm that may be caused due to coming into contact with BRAC.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and covering letter, outlining how you meet the role requirements, in no more than 2 pages to recruitment@bracuk.net (mark 'Strategic Partnerships Officer' in subject line). Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected to proceed.

Closing date April 10th, 2021