



**Trusts & Foundations Manager (UK)**

**BRAC Europe**

**Candidate Pack**

**November 2024**

# Welcome

Thank you for your interest in becoming Trusts & Foundations Manager (UK) with BRAC Europe.

## About BRAC

BRAC is an international development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential.

BRAC is known for its community-led, holistic approach and delivering long-term impact at scale. We work with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children. Our work encompasses social development programmes, social enterprises, humanitarian response, a bank and a university. We are born and proven in the Global South and have become one of world leaders in developing and implementing cost-effective, evidence-based programmes.

As we move beyond our fiftieth anniversary we are embarking on a new, ambitious growth strategy which aims to reach over 250 million people worldwide by 2030.

## About BRAC in Europe

BRAC's office in Europe was founded in 2006 and is one of the four members of the BRAC Global Group alongside BRAC in Bangladesh (our global HQ), BRAC International and BRAC USA.

The European office plays a pivotal role in forging strategic partnerships in support of BRAC's programmes. We build impactful, long-term relationships with partners whether they be governments, private sector organisations, or major private donors. We also play a leading role in engaging with policymakers in Europe to tackle extreme poverty.

To support BRAC's global mission and growth ambitions we are embarking on a new strategy to secure long-term strategic partnerships in key European markets, including the UK. We are building a team of exceptional fundraising leaders with the vision, passion and expertise to lead the organisation into our next phase of development.

## About this role

The Trusts & Foundations Manager (UK) will be a vital part of our Partnerships team. BRAC has identified Trusts and Foundations in the UK as a key programme partnerships priority, and this role will lead our work to forge and steward new and existing partnerships with trusts and foundations in the UK, including corporate funders.

This role is a fantastic opportunity to become part of a truly unique development organisation formed and led from the Global South, to help take our UK trust and foundations, including corporate portfolio to the next level. We are seeking an entrepreneurial and ambitious fundraising leader, either from the for-profit or not-for-profit sector, with a track record of co-creating strategic partnerships with foundations and corporations, who is a self-starter and will relish the opportunity to grow BRAC's foundations and corporate portfolio to deliver impactful, long-lasting change.

If this is you, we're keen to hear from you.



**Gulru Dodkhudoeva**

Deputy Executive Director and Director of Partnerships, BRAC Europe

## Job description

Job Title	<b>Trusts &amp; Foundations Manager (UK)</b>
Department	<b>Partnerships</b>
Reporting To	<b>Deputy Exec Director and Director of Partnerships</b>
Number of Direct Reports	<b>One – Foundations Officer</b>
Location	<b>London, UK</b> (currently hybrid with min. 1 day per week in the office)
Grade	<b>3</b>
Salary	<b>£55,000 - £60,000 (depending on experience)</b>
Contract type	<b>Permanent</b>
Hours	<b>Full time (35 hours per week)</b>

### ROLE PURPOSE

This senior position in the Partnerships team is central to BRAC's efforts to cultivate and manage strategic long-term relationships with UK charitable trusts and foundations. Our aim is to build deep partnerships with organisations which share our values and priorities, co-creating strategies to maximise mutual impact, and fostering relationships over the long term to increase funding flexibility and value. The ideal candidate is a proactive, entrepreneurial self-starter with a strong network, capable of identifying and acting on market trends, building sustainable alliances, and ensuring results-oriented delivery. The role includes line-managing one Foundations Officer.

Measures of Success for this role:

1. **Growth and Diversification:** Achieve annual fundraising targets by securing new and renewed funding from trusts and foundations, with at least 50% coming from new partnerships.
2. **Strategic Partnership Development:** Establish (identify bankable leads) a minimum of four high-impact, multi-year partnerships annually through co-creation and strategic engagement, aligning with both BRAC's mission and funder objectives.
3. **Thought Leadership and Visibility:** Contribute to the number of thought leadership activities (e.g. joint events, publications, knowledge products) annually to position BRAC as a sector leader with trust and foundations in the UK.
4. **Partnership Impact and Satisfaction:** Achieve a 90% donor satisfaction score by ensuring clear and regular communication, and high-quality project impact updates to strengthen donor relationships.

### KEY RESPONSIBILITIES

Account stewardship and management (40%)	<p>This role leads BRAC's engagement strategy with the UK trusts and foundations market, ensuring alignment with strategic goals and measurable outcomes. Responsibilities include:</p> <p><b>Crafting Engagement Strategy:</b> Develop and implement a variety of partnership models (e.g. programmatic funding, advocacy, capacity building, innovation pilots) to meet the</p>
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	<p>specific interests and priorities of different trusts and foundations.</p> <p><b>Partnership Scoping and Co-Creation:</b> Lead in-depth partnership scoping discussions with trusts and foundations, co-creating programs and initiatives aligned with both BRAC’s mission and donor priorities. Design bespoke, high-impact partnership propositions that leverage BRAC’s strengths and fulfil partner objectives.</p> <p><b>Market Insights and Trend Analysis:</b> Stay ahead of sector by conducting regular market analysis, mapping sector shifts, and tracking competitor activity. Identify emerging funding priorities (e.g. climate adaptation, extreme poverty etc) that align with BRAC’s goals.</p> <p><b>Thought Leadership:</b> Position BRAC as a thought leader in the development sector by speaking at events, contributing to publications, and leading panels. Share insights on BRAC’s innovations and approaches to development challenges.</p> <p><b>Piloting New Initiatives:</b> Identify opportunities to pilot innovative initiatives which align with BRAC’s programmatic approaches or funding approaches in partnership with trusts and foundations. These pilot projects can serve as case studies for larger funding and collaboration opportunities.</p> <p><b>Cross-functional liaison:</b> Act as the focal point within BRAC, aligning partnerships with program, finance, and communications teams to ensure cohesive engagement. Facilitate cross-functional input to build proposals and partnership frameworks that resonate with funders.</p> <p><b>Knowledge Transfer and Internal Briefing:</b> Regularly update internal teams on trust and foundation trends, partnership progress, and strategic priorities. Equip colleagues with relevant insights to foster a collaborative, informed approach to donor engagement.</p>
<p>New business development (40%)</p>	<p>In this capacity, the role will play a pivotal part in identifying and securing resources to support joint projects and initiatives, with a particular focus on donors with potential for long-term strategic relationships and flexible funding.</p> <p>Responsibilities include:</p> <p><b>Revenue Diversification:</b> Beyond core foundations, explore new funding streams, including corporate foundation partnerships and innovative financing options. Drive strategy for diversifying income sources to improve financial resilience.</p> <p><b>Future Growth Pipeline:</b> Develop a multi-year growth pipeline for new partnerships, identifying high-potential prospects and planning engagement steps well in advance. Ensure a steady stream of potential partnerships aligned with BRAC’s growth strategy.</p>

	<p><b>Proposal/Bid Development:</b> Collaborate with internal teams to create compelling, fundable proposals and grant applications. Ensure proposals are aligned with donor expectations and emphasise BRAC’s unique impact potential.</p> <p><b>Due Diligence:</b> Conduct and coordinate due diligence processes for new trusts and foundations, ensuring all partnerships align with BRAC’s values and compliance standards. Review governance and compliance risks regularly with legal and finance teams.</p> <p><b>Resource Mobilisation Tracking:</b> Track and document all resource mobilisation efforts, including funds raised and partnership commitments secured, demonstrating the value and impact of each partnership.</p> <p><b>Reporting and Performance Evaluation:</b> Prepare regular, data-driven reports on partnership performance. Highlight key achievements, challenges, and lessons learned, using insights to refine engagement strategies and strengthen future collaborations.</p>
<p>Staff management (20%)</p>	<p><b>Team Development:</b> In addition to core responsibilities, play a crucial role in managing and mentoring one Foundations Officer, fostering their professional development, and enhancing team capacity. Includes setting clear goals, providing ongoing feedback, and empowering him/her to contribute meaningfully to partnership initiatives.</p> <p><b>Strategic Alignment:</b> Work closely with the Deputy Executive Director to contribute to the strategic leadership of the Partnerships function. Includes actively shaping partnership strategies, aligning efforts across the team to meet organisational objectives, and championing a culture of collaboration, innovation, and accountability. Regularly collaborate with the Deputy Executive Director to assess and adjust strategies, ensuring alignment with BRAC’s broader mission and long-term goals.</p> <p><b>Cross-functional Collaboration:</b> Actively collaborate across teams, promoting a unified approach to partnership building and creating channels for knowledge sharing within the organisation.</p>

# Person description

## ESSENTIAL EXPERIENCE AND KNOWLEDGE

- Minimum of 10 years' professional experience, with a minimum of five in leadership positions, in UK trusts and foundations fundraising within the corporate sector and/or a large charity;
- Significant experience of managing an opportunity pipeline, generation of new leads (\$5m+), and conversion of leads to funding;
- Proven track record of writing compelling donor products and successful funding proposals;
- Proven track record of stewarding strategic donor relationships over a period of years, building from initial \$1-10m funding to \$10m+, co-creating opportunities with donors, and securing more flexible, long-term commitments;
- Experience of engaging with donors at senior levels;
- Significant experience of co-ordinating multi-team and multi-location work;
- At least five years' experience of leading teams and developing junior members of staff;
- Proven track record of contributing to the development of organisational fundraising strategies and approaches, with an ability to think creatively about how to apply an organisation's overall fundraising objectives to the specific field of trusts and foundations;
- Deep understanding of global development issues, especially the challenges of extreme poverty.

## ESSENTIAL SKILLS AND ATTRIBUTES

- Proven track record of being able to influence, be persuasive and credible at senior levels of a donor organisation;
- Ability to communicate clearly and engagingly, both face-to-face and in writing, with the ability to explain complex concepts and ideas;
- Significant experience of networking and representing an organisation at external events;
- Highly organised with strong attention to detail and the ability to manage multiple priorities and deadlines simultaneously;
- Strategic thinking and problem-solving abilities, with a proactive and results-oriented approach to work and the ability to overcome setbacks;
- Ability to understand and navigate internal organisational systems in order to build consensus and collaboration;
- Confident working in cross-cultural contexts, with our headquarters located in the Global South and with BRAC Europe staff based across several European countries;
- Comfortable with high levels of autonomy whilst also a strong team-player who enjoys sharing knowledge and ideas with others;
- Open to new ideas, and devising imaginative new approaches for how to do things differently to better achieve objectives;
- Commitment to BRAC's mission and values, with a passion for driving positive change and improving the lives of marginalised communities;
- Fluent in at least one other major European language (desirable not essential);
- Ability and willingness to travel within the UK, and internationally to visit BRAC programmes (including accompanying donors).

## Equal opportunities policy

BRAC Europe has an equal opportunities policy and ensures 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.

## Pre-employment screening

In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK. We are unable to sponsor UK work visas. All our vacancies also require a basic Disclosure and Barring Service (DBS) check as part of our safeguarding protocols.

## Employee benefits

- 25 days annual leave, plus public holidays (annual leave increasing by one day for each completed calendar year of service, up to a maximum 30 days);
- Employer pension contribution of 6% of salary;
- Flexible working, with focus on results;
- Enhanced maternity benefits of up to 12 weeks at full pay followed by 27 weeks at the published Statutory Maternity Pay rate (after 26 weeks' service);
- Volunteer leave.

## Safeguarding

BRAC Europe 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 of assistance, from any harm that may be caused due to their coming into contact with BRAC Europe.

## Wellbeing

BRAC Europe is committed to the wellbeing of our employees. We offer a friendly, supportive environment to work in where respect and work-life balance are at the core of our values. We also have a wellbeing committee with regular planned activities which allow us to relieve stress and spend time getting to know colleagues outside the office.

## How to apply

Send your CV and a covering letter of no more than two pages, outlining how you meet the requirements of the role, to [recruitment@bracuk.net](mailto:recruitment@bracuk.net) (include "Trusts and Foundations Manager" in the subject line).

Please note only shortlisted candidates will be contacted and asked to attend an interview. If you have not heard from us within four weeks of submitting your application then you have not been selected. Closing date: 11:59pm on **12 December 2024**.

Interviews will take place during the week commencing 13 January 2025.