

## Job Description

<b>Job Title:</b>	Trusts, Foundations, & Business Partnerships Manager
<b>Reference:</b>	UK100J26
<b>Salary:</b>	£40,000
<b>Hours:</b>	Full time, permanent
<b>Location:</b>	Virtual but will be office based in London in the future

We are looking for an ambitious and energetic Trusts, Foundations, & Business Partnerships Manager to help us manage our pipeline of grant funding and business opportunities, and develop and operationalise our corporate engagement strategy, the Business Supporters Network (BSN).

The purpose of this role is to initiate, develop and consolidate a portfolio of grant funding partners and corporate associates while managing and nurturing relationships with our existing sponsors and funders.

You will work with the team to develop a strong grant fund application pipeline based on UK100's work in 2022 and beyond, and manage the grant application process. You will also help manage the BSN and support the team to add business voices to the lobbying efforts of UK100 member local authorities.

**Equality, Diversity and Inclusion:** UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way. The postholder will be expected to echo and support this.

### Key responsibilities:

- Lead, manage and develop a strong grant fund and BD pipeline that secures ongoing financial stability for UK100
- Develop and write bids and proposals for Grant Funders and existing and potential business partners
- Identify and prioritise future grant fund opportunities alongside our Grant Development Consultant based on UK100's theory of change
- Lead and develop a 2022 programme for the BSN, ensuring it continues to benefit UK100's advocacy objectives, aligns seamlessly with the 2022 work plan, and contributes to covering UK100's core costs and building up reserves for the company

- Manage the budget of the BSN and develop targets for 2022 and beyond and work with the Chief Operating Officer to develop grant fund targets
- Lead on managing operational relationships with grant making bodies, developing them to become long term partners
- Collate and submit scheduled reporting to funding partners, working with other members of staff who will lead on provision of content
- Support and comply with UK100's guidance on branding, tone of voice and key messages, positively contributing towards raising UK100's profile
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts

### **Place in organisational structure:**

The post holder will:

- report to the Chief Operating Officer
- manage the Grant Development Consultant

### **Key relationships:**

Internal: Senior Leadership Team  
Production & Project Manager  
Network Programme Manager

External: NGOs and partner organisations  
Corporate supporters

### **Working Conditions:**

The postholder will be based in the UK100 London office in the longer term but the role will begin as a role that can be performed remotely. Some travel around the UK may be required

### **Benefits:**

- Competitive salary
- 25 days annual leave (plus statutory bank holidays)
- Pension & access to professional pension advice
- Sick pay
- Company MacBook Air
- Company phone
- Work from home allowance
- UK100 supports flexible working arrangements

### **Special Note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

**Compiled:** Chief Operating Officer  
**Date last revised:** September 2021

### Person Specification

Criteria	
Knowledge	<ul style="list-style-type: none"><li>- Knowledge of climate emergency and related issues</li><li>- Strong understanding of market opportunities in green energy and sustainable business</li></ul>
Experience	<ul style="list-style-type: none"><li>- Knowledge of or experience in the grant application and bid writing process</li><li>- Experience of successful development and delivery of a corporate engagement strategy</li><li>- Building and maintaining relationships and partnerships with corporate sponsors and funders</li><li>- Experience of using a CRM highly beneficial</li></ul>
Skills and abilities	<ul style="list-style-type: none"><li>- Excellent communication skills</li><li>- Strong writing skills</li><li>- Strong relationship management skills</li><li>- Strategic thinker</li><li>- Ability to negotiate</li><li>- Ability to represent the organisation confidently with external stakeholders</li></ul>
Other	<ul style="list-style-type: none"><li>- Committed to the vision of UK100</li></ul>

**Closing Date:** 7th November 2021

**Interviews:** To be held at a date to be arranged

**Application Details:** Please send a CV (max 2 pages) and a cover letter that sets out how you could be an excellent addition to the UK100 team (max 1 page) to:  
[jobs@uk100.org](mailto:jobs@uk100.org)