

## Institutional Partnerships Account Management Lead

<b>Job Level</b>	5	<b>Job Reference No:</b>	
		<b>Role review date:</b>	May 2024
<b>Directorate</b>	Marketing & Fundraising	<b>Function</b>	Institutional Partnerships
<b>Service</b>	Partnerships & Philanthropy	<b>Reports to:</b>	Head of Institutional Partnerships

### Scale and scope of role

<b>Direct reports</b>	2	<b>Indirect reports</b>	0
<b>Budget responsibility/ accountability</b>	NA	<b>Accountable for other resources</b>	NA

### Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis.

We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives.

We are part of the Red Cross and Red Crescent global humanitarian network.

### Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

### Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross. We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

### Purpose of the role

The Institutional Partnerships team is a team of expert public partnership managers, who build and manage relationships with UK and Internationally based Institutional Funders (except FCDO). We want to achieve impact for humanity through long-term, interdisciplinary, transformational partnerships in the UK and internationally.

This role is responsible for driving growth of the IP team's existing portfolio: stewarding established relationships, scoping new opportunities, establishing and implementing Partnership Strategies for IP team's core donors to deliver multi-year, multi-million partnerships.

## Key responsibilities

### Growth of Institutional Portfolio

- Design and deliver Partnership Strategies for IP team's core donors.
- Develop Account/Engagement plans in line with the IP team's ambitions and key areas of opportunity.
- Collect, disseminate and analyse institutional donor intelligence, policies and trends.
- Position CEO and ELT to steer and support growth of existing partnerships and relationships.
- Liaise with colleagues across P&P and BRC to maximise relevant events and stewardship opportunities.

### Representation and Profile Raising of the British Red Cross

- Work closely with other Partner National Societies and IFRC to position BRC as a leading National Society on Institutional partnerships, sharing knowledge, best practice and opportunities.
- Appropriate partners, organisations, networks, and professional contacts within the sector are identified for financial and non-financial collaboration.

### Proposal Development & Coordination

- Coordinate the development of large, complex bids and proposals for Institutional funding.
- Establish and continuously maintain quality and rigour in opportunity identification, qualification and development, through to submission and handover to Grant Management function.
- Feedback and learning from project submissions and other enabling teams is systematically gathered and used to inform future project and proposal development and proposals.
- Best practice and donor-specific compliance knowledge is shared with key enabling teams, ensuring BRC is fit to absorb funding from new institutional donors.
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- Risks and issues across the Account Management portfolio are systematically tracked and reviewed with Grant Management function and other key teams.

### **Team Working & Team Leadership**

- The IP team's annual target is met or exceeded, and pipeline is secured for the next two years at 15-25%.
- Meaningful contributions made to Team Away Days, Quarterly Reflections, Strategy and other key pieces of teamwork. All team members are expected to own at least one piece of cross-team or cross-department work.
- Responsible for line management, career planning and personal development of direct reports.
- Contribute to culture of open and honest feedback, high challenge – high support, and professional excellence within the team.

### **Leadership Behaviours**

- Authentic, consistent and honest leader.
- Actively listens and allows others to be heard.
- Adaptable to changing needs, pressures and opportunities
- Empowers others based on their skills and expertise.
- Dynamic, inclusive, compassionate and courageous.

### **Team Leader**

- All team members understand their responsibilities and objectives.
- All resources involving staff are managed in accordance with BRC policies and procedures.
- All staff are kept informed of all relevant organisational plans and updates on development.
- Team ideas and comments are communicated and forwarded appropriately.

### **Team Member**

- Actively participates in all team meetings.
- Supports other team members.
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action.
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics).

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

## Pre-engagement checks

### Criminal Records

Type of criminal record checks required for this role:

England and Wales – Disclosure and Barring Service (DBS)
<ul style="list-style-type: none"> <li>None</li> </ul>
Scotland
<ul style="list-style-type: none"> <li>None</li> </ul>
Northern Ireland
<ul style="list-style-type: none"> <li>None</li> </ul>

Drivers Check - Required – No

### Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
	S	I	A
<b>Knowledge and Skills</b> <b>Essential</b> <ul style="list-style-type: none"> <li>Understanding and appreciation of funding and political landscape of the development sector.</li> <li>Ability to assess, comprehend and manage complex written and financial information quickly and accurately.</li> <li>Ability to carry out research into giving patterns of institutional donor’s bodies and sector trends, to maximise income and understand where BRC is well-placed.</li> <li>Highly developed written and oral communication, negotiation, persuasion, interpersonal and networking skills.</li> <li>Ability to develop and maintain strong working relationships with donors and liaise with senior management as required.</li> <li>High level of financial literacy – ability to understand and summarise financial information, develop budgets and demonstrate value for money in proposals.</li> </ul>			

<ul style="list-style-type: none"> <li>• "Understanding of stewardship and development techniques in Institutional funding.</li> <li>• Excellent analytical and problem-solving skills".</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Understanding of contracting and payment by results either in the UK or International context.</li> <li>• "Understanding and knowledge of institutional donor compliance.</li> <li>• Knowledge and demonstrable understanding of main challenges facing humanitarian funding and the sector, Grand Bargain commitments and trends and impact of Localization".</li> </ul>			
<b>Experience</b>	<b>S</b>	<b>I</b>	<b>A</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience and success in securing institutional funding and developing working-level relationships with stakeholders at international organizations, development banks, governments, and funds</li> <li>• Experience of institutional proposal and bid development/writing</li> <li>• Demonstrable experience of good network-building skills and of working with diverse teams and functions</li> <li>• Experience of managing large, complex proposals and bids</li> </ul>			
<b>Additional requirements</b>			
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>- Ensures inclusive practice, challenges discrimination and promotes diversity in line with our <b>Equality, Diversity and Inclusion (EDI) policy</b>.</li> </ul>			
<b>Values in Action</b>			
<p><b>Dynamic</b></p> <ul style="list-style-type: none"> <li>- We move forward as one team.</li> <li>- Every day, we're adapting, innovating and learning.</li> <li>- When the unexpected happens, we are calm, quick and efficient.</li> <li>- We respond smartly, using clear processes and systems.</li> </ul> <p><b>Compassionate</b></p> <ul style="list-style-type: none"> <li>- We stand for kindness.</li> <li>- People come first, no matter who or where they are.</li> <li>- We have genuine, open-minded conversations.</li> <li>- Together, we're a united force for good.</li> </ul> <p><b>Inclusive</b></p> <ul style="list-style-type: none"> <li>- We are open to all.</li> <li>- We treat each other with dignity and respect.</li> <li>- Every person's uniqueness is valued, supported and celebrated.</li> </ul>			

<ul style="list-style-type: none"> <li>- Our individual backgrounds and experiences make our organisation stronger.</li> </ul>		
<p><b>Courageous</b></p> <ul style="list-style-type: none"> <li>- We are bold.</li> <li>- We show our strength by doing the right thing.</li> <li>- We aren't scared to test our creative ideas.</li> <li>- As humanitarians, we go the extra mile to help people in crisis</li> </ul>		

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.