



Position Title: **Donor Relations & Results Manager**

Location: **London (hybrid)**

Contract type: **Full time (5-day week)**

Reporting to: **Policy Director/Operations Director**

Salary range: **£38,000-£42,000** (depending on experience and skills)

### **Inter Mediate**

Inter Mediate, a London-based peacemaking charity supporting confidential negotiations in some of the world's most challenging conflicts, is seeking an experienced **Donor Relations & Results Manager** to drive all aspects of our engagement with funders (government, foundations and private philanthropists) and our internal quality control processes.

### **Position Summary**

The role will:

- manage our relationships with existing funders;
- lead the production of donor reporting and other funding accountabilities;
- help identify and develop new funding opportunities and;
- ensure we can demonstrate value for money through performance monitoring and results capture.

A successful candidate will have at least five years proven experience managing government and private funding portfolios for non-profit organisations and will be comfortable working internationally. They will have a strong understanding of the landscape for non-profit fundraising in the UK and ideally internationally, and a track record of identifying funding opportunities and sustaining strong relationships with senior funders. They be able to draft high-quality proposals and narrative reports with pace and accuracy, tailored to the different priorities of each donor. And they will be able to lead credible and creative internal monitoring and results capture processes with Inter Mediate's projects and operations teams.

This role will support senior management and Inter Mediate's project directors as part of the operations team.

### **Key responsibilities**

- Hold primary responsibility for relationship-management with Inter Mediate's existing donor portfolio including departmental funding managers and High Net Worth individuals;
- Ensure that Inter Mediate understands and meets each donor's priorities and expectations, and that all relationship queries and issues are handled in a smooth and timely way.
- Review the funding landscape for this sector in the UK and internationally to identify and pursue new funding opportunities, including from the private sector and foundations.
- Communicate systematically with donors, sharing relevant information on the projects to ensure they feel engaged and keep Inter Mediate ahead of new developments or priority shifts, working closely with the Operations Director and Policy Director.
- Lead the development of high-quality donor funding proposals (narrative and budget) to governments, foundations and private philanthropists, including providing first drafts of

narrative and budgets, and interfacing between donors and Inter Mediate on framing and requirements from concept note to final proposal document.

- Manage Inter Mediate's donor reporting process, maintaining a running reporting and requirements schedule, working with Project Directors and the Policy Director to draft and finalise narrative reports, and coordinating with Operations on financial reporting.
- Represent Inter Mediate in external meetings with funders, and peer organisations discussing funding strategies for the peace-making field, and sectoral strategies to show value for money and make the case for more government investment in conflict resolution and prevention.
- Lead on institutional results capture, meeting systematically with the Projects Team to ensure consistent tracking and monitoring of project results.
- Lead on preparation for periodic Strategic Reviews of projects, producing outcome notes.
- Work with the Operations Director and Policy Director to keep the Board of Trustees fully apprised of Inter Mediate's funding strategy and results.
- Provide briefing notes and materials for the CEO ahead of meetings with funders.

### **Experience/skills**

- Educated to degree level or equivalent, with at least 5 years' experience developing and managing relations with governments, foundations and philanthropists for the non-profit sector, ideally including organisations that work and fundraise internationally.
- Familiarity with the fundraising landscape, opportunities and challenges for non-profits.
- A track record of strong relationships with senior funding decision-makers.
- Evidence of ability to identify and develop new funding opportunities.
- Familiarity with standard non-profit donor **proposal and reporting requirements** including logical frameworks, theories of change, results matrices and budget templates.
- Ability to **produce quality written work** at pace, including briefing notes, technical proposals, donor reports and pitches to private donors.
- Understanding of different donors' requirements and interests, from governments to private foundations to individuals.
- Excellent **verbal communication, problem-solving** and inter-personal skills.
- Excellent **organisation skills**, with proven experience of delivering outcomes while balancing competing priorities
- **Flexibility and adaptability** to support a small, skilled team with whatever may arise, working towards a common objective.
- Interest in IM's work, and previous experience in their fields of development, conflict resolution, peacebuilding and politics.

### **Working at Inter Mediate**

A normal working week consists of 35 hours. Our office operates between 8am and 6.30pm with core hours from 9.00am to 5.00pm. Inter Mediate operations a hybrid working model, with at least 2 set days per week in the office in London.

**Benefits include:** 25 days holiday, pension contribution and private health insurance (following successful completion of the 6-month probationary period).



**To Apply By 2 May 2023 :**

Send a one page **cover letter** explaining why you would be a good candidate for this position, **cv** and a **writing sample** (no longer than two pages) to [recruitment@inter-mediate.org](mailto:recruitment@inter-mediate.org)

*IM is unable to currently sponsor working visas. All applicants must have the right of employment within the UK. Inter Mediate welcomes applicants from diverse backgrounds.*

*Only full applications will be considered. Only short-listed candidates will be contacted.*