



Job Description and Person Specification

Job Title:	Philanthropic Partnerships Lead – Trusts & Foundations (Parental Leave Cover), Global Greengrants Fund UK
Salary:	Band SP
Benefits:	10% employer's pension contribution, remote and flexible remote working, generous family and sick leave, employee assistance programme, health and life insurances, 28 days annual leave plus all UK bank holidays.
Location:	Remote or hybrid working within the UK. Individuals will be required to attend occasional in-person office days in London as needed and prescribed by the organisation. This role requires applicants to be able to show that they have the right to work in the UK. Must be able to travel internationally on occasion.
Team:	Line managed by the Director of Philanthropic Partnerships
Contract:	Full-time 35 hours a week; fixed-term 12 month contract, with possibility of becoming permanent subject to funding and organisational needs.

About Global Greengrants Fund

Global Greengrants Fund (GGF) supports grassroots activists and civil society organisations around the world working to address environmental and social justice in over 160 countries. GGF applies a participatory and decentralised model in making grants to grassroots groups through regional and thematic boards of advisors, global partner networks and independent funds, to support grassroots environmental and social justice action.

Global Greengrants Fund comprises two organisations: one located in the USA, Global Greengrants Fund Inc (established in 1993), and Global Greengrants Fund UK (established in 2012). The two organisations work closely together with a shared grantmaking programme and strategic collaboration at the senior leadership level. GGF UK consists of sixteen staff members working on fundraising and influencing philanthropy; finance; communications; and operations, with all of these functions operating autonomously but in close collaboration with their US counterpart functions.

Global Greengrants Fund has experienced tremendous growth over the past two years and we are thoughtfully, yet rapidly, growing our annual grantmaking, our philanthropic advocacy, and our global partnerships and collaborations to new levels as part of our ongoing transformative journey.

Philanthropic Partnerships Lead – Trusts & Foundations

The Philanthropic Partnerships Lead – Trusts & Foundations will contribute to Global Greengrants Fund UK's fundraising and partnership objectives by stewarding a portfolio of existing and new Trust & Foundation supporters to secure significant restricted and unrestricted grants and donations for the organisation. Working as part of the Philanthropic Partnerships team and reporting to the Director of Philanthropic Partnerships, the postholder will also collaborate closely with colleagues across the global organisation Global Greengrants Fund, particularly within the Programmes, External Relations and Finance functions.

The post holder will be an experienced, senior-level fundraising leader with a track record of securing and developing successful collaborations with trusts, foundations and partner organisations to achieve ambitious income goals; extensive experience in developing pitches, proposals, and fundraising products; and a strong interest in environmental justice, international development or human rights issues. They will have an extensive knowledge of the funding and philanthropy sectors

in the UK and Europe; excellent written and verbal communication skills; and be confident in engaging a wide range of internal and external stakeholders, including at senior levels.

Major duties and responsibilities

- Lead responsibility for a designated portfolio of GGF UK trusts and foundations partnerships, supporting the organisation to achieve ambitious income targets and to sustain its existing growth trajectory
- Manage and develop strategic partnerships with a portfolio of existing and new trust and foundation donors in support of GGF's programmatic and other objectives through excellent stewardship and business development
- Collaborate closely with the UK Programme Support Manager and across the Programmes, Grants Management and Finance teams to ensure strategic partnerships managed by the postholder are supported with high-quality project management to achieve project goals
- Collaborate with Programmes and External Relations colleagues to deliver high-quality donor reports and proposals; work closely with Finance colleagues in the UK and global organisations to develop accurate and timely financial reports
- Support the team's new business objectives, including identifying gaps and opportunities in the existing portfolio, and designing new initiatives, products or approaches as required
- With Operations colleagues, contribute to ensuring the Philanthropic Partnerships team has access to the processes and infrastructure required to continue growing the team's work sustainably in service of organisational objectives
- Work closely with the Executive Director, Director of Philanthropic Partnerships, Head of Philanthropic Partnerships and other senior staff within the Global Greengrants Fund network to support the organisation's donor influencing and philanthropic advocacy work, including by representing the organisation at conferences, meetings and events

Position Specifications

Essential Values and Competencies

- Commitment to the guiding principles, mission and values of Global Greengrants Fund
- Transparency and accountability
- Critical thinking and analysis
- Strategic risk management
- Ability to build strong interpersonal relations
- Ability to influence and resolve differences across boundaries
- Self-awareness and insight

Essential Knowledge, Skills, Abilities and Experience

- Significant relevant experience in similar roles in non-profit, environmental justice, development, feminist, gender, human rights, and/or funding organisations
- Expert knowledge of trust & foundation fundraising and the philanthropic sector more broadly; experience of personally securing six-figure gifts or higher and a track record of achieving ambitious income targets
- Well-versed and updated on funding trends and key sources of philanthropic support. Can articulate the importance of grassroots movements in shifting power and systems; thrives

(and has delivered results) in relational fundraising, is a natural connector, and enjoys building relationships

- Experience in representing organisations externally through networks and events; strong existing networks within philanthropy
- A strong understanding of and commitment to environmental and social justice, including some knowledge of the issues Global Greengrants Fund is working to address
- Excellent interpersonal understanding, relationship building and interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning and relationships
- Excellent written and verbal communication skills in English, able to present strong experience in developing compelling proposals, presentations, reports, and other fundraising materials
- Demonstrated capacity to think strategically, innovatively, and analytically, with expertise in complex problem-solving, decision making and critical thinking skills
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging, and virtual team collaboration software such as Trello, Zoom, Slack, Asana); experience working with Salesforce or other CRM systems
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment
- Fluency in English; proficiency in other languages, especially another European language, preferred
- Ability to travel within the UK and the rest of the world (c. 2-4 weeks per year)

Personal Characteristics

- Committed to shifting power in philanthropy and promoting trust-based or power-shifting approaches to philanthropy and grantmaking
- Experience and skills to give, receive and work with feedback constructively, with the intellectual and emotional resilience necessary to take up critical responsibilities for an international global organisation
- Thrives in a changing environment and handles it calmly and strategically
- Able to innovate and navigate uncertainty and thrive in seeing and taking up opportunities in the context of ongoing organisational transformation

Desirable Knowledge, Skills, Abilities and Experience

- Relevant lived experiences related to Global Greengrants Fund's work and community
- Understanding of and interest in Global Greengrants Fund's work and environmental and climate justice, human rights, and philanthropy
- Knowledge and understanding of majority world grassroots movements

Global Greengrants Fund UK is an equal opportunities employer. We strongly encourage applicants from all backgrounds and walks of life. We believe that diversity and inclusion in our team is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and welcome applications from all qualified candidates. We do not discriminate based on race, colour, religion, ethnicity, gender, disability, sexual orientation or gender identity.