



Fundraising and Partnerships Manager Role Description

Location: National remit (home-based)

Job Level: Manager

Reports to: Head Business Development (Paul Garratt)

Salary: Band D; £36,500 - £45,000

Hours: Part time (22.5 hrs per week)

Status: Permanent contract

Start date: 1st April 2019

Description

The Fundraising and Partnerships Manager will join Cinnamon's Business Development Team and work closely with the team leader to help Cinnamon fulfil its fundraising strategy. Cinnamon generates income from charitable trusts, strategic partnerships and individual giving, which enables us to support churches to transform communities. In this varied role, the Fundraising and Partnerships Manager will work across all three aspects of our fundraising activities with specific responsibility for partnership development. Cinnamon currently partners with charitable trusts, police forces, local authorities and housing associations. The Fundraising and Partnerships Manager will help to increase the number of these partnerships and secure new partnerships with businesses, health providers, other charities and church denominations and networks.

Main Responsibilities

1. Brokering new partnerships
 - Identifying partnership opportunities and meeting with key strategic partners across the UK and Ireland.
 - Writing partnership proposals and completing partnership applications.
 - Brokering new funding partnerships and extensions to existing partnerships for Cinnamon.
 - Creating project plans, in consultation with Cinnamon's Church Engagement Team.
 - Working with Cinnamon's Impact Officer to develop suitable monitoring and evaluation templates.
 - Effective record-keeping of partnership requirements and agreements.
2. Maintaining partnerships
 - Maintaining excellent working relationships with key funding partners.
 - Project management of active partnerships to ensure that delivery is on track and working with the Business Development and Church Engagement Teams to address any delivery issues (where relevant).
 - Supporting Cinnamon Advisors to foster relationships between local churches and funding partners.
 - Working with Cinnamon Advisors and Events Team to arrange partnership launch events.
 - Working with the Cinnamon Impact Officer to regularly report back to key funding partners, including telephone updates, face-to-face meetings, quarterly reports and evaluations.
 - Representing Cinnamon at forums and meetings organised by current or potential partners
3. Trust fundraising

Working with the Trusts Manager to:

 - Write tailored applications
 - Research and identify new potential funders
 - Manage relationships with existing funders

To serve the nation

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4. Individual giving

Working with the Head of Business Development to:

- Grow the number of individual givers
- Managing ongoing donor relationships and communication

Additional responsibilities

- Attending events and promoting the work of Cinnamon Network.
- Actively participate in Cinnamon team meetings, including leading prayer and worship times.
- Performing other tasks that are consistent with the wider work and remit of the Business Development Team as required.

Person Specifications	Essential	Desirable
Evidence of writing successful fundraising bids	Y	
Experience in partnership brokering.	Y	
Project management skills.	Y	
Knowledge and understanding of local and national civic bodies such as police, local authority and health bodies.	Y	
Knowledge and understanding of community, voluntary and faith sectors.		Y
Excellent written and oral communications and representation skills.	Y	
Experience of working with funders or commissioners.		Y
Experience of negotiating contracts and funding agreements.		Y
Experience of identifying and designing partnership proposals, from conception through to project planning.		Y
The ability to process information accurately, provide succinct reports and work to deadlines.	Y	
Ability to travel to meetings around the UK and Ireland.	Y	
Proficiency with IT and cloud-based information systems.	Y	
A flexible attitude and approach to work, including willingness to work on other projects within Business Development as required.	Y	
Good team working skills.	Y	
The ability to work on a largely self-servicing basis.	Y	
Ability to make consistent decisions, maturity and strength of character.	Y	
Ability to work fast, think creatively, have a positive outlook on work and find ways to improve systems and functions.	Y	
A positive, proactive and solution-focussed outlook.	Y	
Clear commitment to the values and ethos of Cinnamon Network.	Y	

About Cinnamon Network: Cinnamon Network helps churches transform communities by reaching out and building relationships with those in greatest need. Our key values are:

Jesus – We are faith-based but not faith biased; motivated by Jesus to serve people of all faiths and none;

The Local Church – We work through local churches to deliver community projects;

Relationships – We value trust-based relationships and partnerships as the basis for successful working;

Professionalism – We are committed to quality, excellence and best practice;

Transformation – We are passionate about the holistic wellbeing of individuals, families and communities;

Simplicity – We prefer simple approaches whilst recognising that social needs are multiple and complex;

Speed & Scale – We believe in responding quickly, efficiently and at scale to urgent social need.

Applications:

Applications should include a CV and a brief covering letter outlining your experience and suitability for this position, and should be sent to amandabindon@cinnamonnetwork.co.uk.

Other

- Expenses are payable in accordance with the Cinnamon Expenses Policy.
- The employee will need to provide their own laptop, mobile phone and car. The salary has been adjusted to take this into account.