

Job description - Business Development and Stakeholder Partnerships Manager

Desired Start Date Dec 2020

Compensation - £10:00P/H up to a maximum of 5 hours per week

Reporting to – Global Head of Programmes and GISUK Trustees

1. Business development of organisational needs including the following: -
 - 1.1. Targeting and prospecting for high ticket donors/sponsorship/endorsements utilising Mail-Chimp and mailshot/merge tools for bulk targeting
 - 1.2. Oversight of communications processes for promotion of our organisation, messaging and marketing purposes including :-
 - Regular / weekly social media updates on Twitter/Instagram/Facebook/Linkedin
 - Monthly/Quarterly Newsletters
2. Stakeholder management includes building, maintaining and strengthening our relationship with high ticket (institutional and individual) donors and partners
 - 2.1. Maintaining CRM (Client Relationship Management) functionalities by utilising our various databases other applications used by the organisation whilst observing GDPR and wider relevant regulatory jurisdiction data protection laws
 - 2.2. Oversight and responsibility of High Ticket individual and institutional donor/partnership funding and partnership proposals
 - 2.3. Assisting with and helping to identify funding needs and programme intervention outcomes
 - 2.4. Innovation and design of data and evidence collection methods as per relevant donor/partner criteria and expectations
3. Help source material and research for website including building out our country and programming specific research ensuring that all research is accurately sourced and cited accordingly, and well informed up-to date material for our donor and partner stakeholder networks

Expectations

- Able to manage any *operational* conflicts accordingly and liaise directly with GISUK in the first instance
 - Passion for the aims and mission of Girls in Sport
- Report regularly to GISUK and make any necessary changes that are required in order to complete this mandate in line with the above-noted key job specifications
- To ensure at all times that our digital data, material and content is not exposed to malware of any kind - we are not large enough to protect ourselves against.

Skills

- IT conversant including Microsoft Excel, Word, Powerpoint, Adobe Acrobat, Box, Wix Editor, Social Media Business tools for Facebook, Instagram and Youtube, Google Analytics
- Good command of Written English
- Strong understanding of politics and humanitarian principals, 'do no harm', cross-cultural ethics, especially a good historical and cultural awareness of West African society, challenges and security issues, attitudes to gender norms and FGM
- Understanding of INGO and institutional funding requirements and criteria; knowledge of benchmark measurement standards including DAC/OECD/UN/UNSDG's/UN Cluster Agencies/EU and wider donor agencies
- Research including qualitative and quantitative methodologies; ability to innovate, manipulate and interpret data-sets
- Ability to draft and prepare programme funding proposals
- Lesson planning and teaching very advantageous

- Client Relationship Management and Customer Service
- Organisational and workflow management
- Initiative and ability to think outside the box, able to take ownership and self-manage tasks and projects
- Attention to detail is a must
- Communication
- Minimum bachelors degrees in politics/humanities, development studies, international relations, colonial or anthropological studies, humanitarian affairs, cross-cultural studies
- Experience in development or crisis settings is highly beneficial, with a good knowledge of cross cultural dynamics and humanitarian principles
- A background in project management, client relationship management, research, funding proposals highly advantageous

Shortlisted candidates will be subject to identification, referencing and academic checks in line with current UK employment law. Successful candidates will be subject to police clearance relevant to their home country.