

**DIABETES UK**  
KNOW DIABETES. FIGHT DIABETES.



**PARTNERSHIPS &  
PROPOSAL MANAGER**

# WHO WE ARE

**For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.**

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

**Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.**



# JOB DESCRIPTION

**Role title: Partnerships and Proposals manager – Trusts & Statutory**

**Contract type: Permanent**

**Hours: 35**

**Band: 5**

**Key relationships (internal and external):**

Philanthropy and Partnerships team, Services and Operations teams, Wider Engagement & Fundraising Directorate, Finance, Business support, Research team, Nations and Regions, key members of Leadership team. Key external stakeholders at trust funders; sector peers, consultants.

**Key focus of the role:**

This is a key strategic role within the Philanthropy and Partnerships (P&P) team. Working collaboratively across the directorates you will gather information and insights to identify attractive funding propositions for the P&P team translating these into compelling cases for support to grow income from trusts, major donors and corporates, and to personally secure high value grants to support the Trusts & Statutory teams income generation targets.

You will lead on cultivating and stewarding a personal portfolio of trust prospects and existing or lapsed donors delivering excellent relationship management and funder reports to increase conversion rates and encourage repeat and uplifted giving. This role would suit a natural relationship builder, strategic thinker and collaborator with excellent planning, funding development and copy writing skills.

## Directorate and team

This role sits in the [Philanthropy & Partnerships team](#) in the [Engagement and Fundraising Directorate](#).

## Department



## Main responsibilities

- To create persuasive audience focussed cases for support that drive engagement and solicit funds. This includes developing relationships across the organisation to build a sound understanding of our operations and where support is most needed.
- To collaborate with key stakeholders in other directorates to identify attractive funding opportunities and align them with existing and prospect funders to maximise success.
- To work closely with the wider P&P team to support them with bid submissions and tailored cases for support to meet their specific funder audience needs.
- To support the wider P&P team with the tools and resources to deliver impactful pitches and proposals that align with funder needs.
- To build relationships with five and six figure trust supporters and prospects, understanding their motivations and tailoring opportunities and communications to cultivate strong, long-lasting partnerships to support Trusts and Statutory teams income targets.
- To ensure reports to funders are delivered in a timely and effective manner, reviewing narrative and financial reports to ensure donor requirements have been met, and consulting with and ensuring input from relevant data and finance teams.
- To maintain accurate records of partner interactions in our CRM system and shared files, and consistently update financial records and cultivation/ stewardship plans.
- To work with R&O team and finance teams to accurately track and monitor income in support of identified cases for support and to communicate operational funding needs to inform prospect research strategies.

- To populate the asset bank with facts, data and insights in support of cases for support to aid wider teams in articulating the charities needs with high value supporters.
- To report on case for support development and aligned opportunities to HoD of P&P, Executive Team as required

## Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

### You will be able to:

- Work with Delivery Teams, the Strategy and Planning Team and subject-matter experts to identify fundraising projects which can be packaged up to attract major funders and which are grounded in the charity's strategic outcomes and priorities
- Translate projects identified into powerful and engaging cases for support which resonate with the motivations of our prospects and donors and populate the teams asset bank with stats, facts and insights
- Work in close collaboration with fundraisers and others across the organisation to ensure that the team has the necessary materials, support and insight to make compelling pitches and proposals to a wide variety of funders.
- Work with relevant stakeholders to develop accurate budgets for funding projects and ensure these are signed-off according to agreed processes
- Secure new high value multi-year grants from trusts, by identifying, cultivating and stewarding a personal portfolio of trust funders
- Work closely with project delivery teams to promote effectiveness of funded projects by monitoring progress and impact and addressing any challenges in a timely way
- Work closely with colleagues in the finance team to ensure income and project expenditure align with proposals, and income against funding projects is accurately tracked
- Ensure trust reports and any other funder commitments are delivered on time and to the highest standard to build warm and trusting relationships and cultivate longevity of support
- Understand the high value funding environment and clearly articulate the needs of funders with operational and delivery teams to identify the most appropriate strategic funding opportunities

**You will have experience in:**

- Experience of supporting and delivering high quality communications to influence and persuade a variety of internal and external stakeholder audiences
- Experience of working across teams to identify business / funding needs and developing propositions for high-value funders
- Experience of grant management for large and complex projects, writing bids and securing 5-6 figure+ gifts
- Experience of budgeting, planning and reporting
- Experience of working in a charity fundraising environment

Diabetes UK is committed to fundraise in a way that is legal, open, honest and respectful and expects all staff and volunteers to share this commitment. We are registered with the Fundraising Regulator and you will be expected to adhere to the Code of Fundraising Practice.

**You will have skills in:**

- Outstanding copywriting skills with the ability to distil and communicate complex material (such as medicine, science, social engagement, policy and technology) into accessible and compelling communications
- Ability to identify, prepare and manage the development of cases for support for P&P wider teams use and more specifically submit applications for a personal portfolio of trust funders and prospects
- Excellent networking and influencing skills with proven ability to develop constructive relationships across a wide variety of roles and hierarchies in a complex organisation
- Confident in managing income and expenditure budgets with knowledge of budget development
- Excellent interpersonal, written and oral communication skills, with the ability to convey complex information clearly and in a compelling manner
- Excellent relationship building and networking skills, with the ability to influence both internal and external stakeholders, including at a senior level
- Ability to think strategically about funding opportunities and develop propositions for a range of high value audiences
- Excellent planning and time management, with the ability to manage a demanding workload in a complex environment

**You will have knowledge:**

- Understanding of high value fundraising (HNWI's, corporates and trusts) and fundraising cycles, especially in relation to restricted funding, including identification, research, cultivation, solicitation and stewardship of donors
- Knowledge of developing restricted funding bids, project costings, reporting and planning for significant donors to secure and sustain long term support
- Knowledge and understanding of what drives business and how to create shared value.
- Understanding of how to use a CRM to drive gold standard funder stewardship and accurate donor reporting
- An understanding of current fundraising trends and connections with relevant fundraising networks.

**The best person for this job will be (behaviours):**

- Solution focussed, with a creative and inquisitive approach to identify funding opportunities and respond to challenges
- Independent self starter, confident taking the initiative, in building relationships and developing opportunities into fundable propositions to take to market
- Confident, collaborative and able to work cross divisionally with stakeholders of different seniority
- Strategic thinker, able to apply knowledge to inform different approaches to a variety of external audiences
- Excellent persuasive written skills and ability to structure information
- Excellent time- and project-management skills with rigorous attention to detail
- Reflective, open to giving and receiving feedback
- Ability to work autonomously and on own initiative
- You will be a team player, who is personable, curious and empathetic
- Demonstrable commitment to inclusive working, ensuring equality and valuing diversity

**Qualifications/professional membership (if applicable):**

- N/a



# benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



## Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



## Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



## Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



## Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



## Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



## Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

