

## Job Description

<b>Job title</b>	Funder Relations Manager	<b>Location</b>	London, UK Delhi, India Accra, Ghana Johannesburg, South Africa
<b>Department</b>	Strategic Partnerships & Communications	<b>Length of contract</b>	Permanent
<b>Role type</b>	Global	<b>Job level</b>	Manager
<b>Travel involved</b>	Infrequent	<b>Safeguarding level</b>	TBC
<b>Reporting to</b>	Manager: Head of Fundraising	<b>Direct reports</b>	None

### Who we are

Air pollution is one of the biggest threats to human health, climate, and the environment. Clean Air Fund is a philanthropic organisation that supports partners to create a future where everyone breathes clean air.

We fund and partner with organisations across the globe that promote air quality data, build public demand for clean air and drive action. We influence and support decision makers to act on air pollution.

### How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air.

- At a global level, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding for the air quality field. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation.
- At a national level, our work in selected 'lighthouse geographies' is designed to test what works and support change. We work globally, with focus on India, Ghana, South Africa, the European Union, the UK, and Indonesia.
- Alongside our in-country and global activities, we prioritise themes such as air quality data, health and stakeholder groups such as businesses, to build and support a movement for clean air.

## What we offer

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation and working with exceptional colleagues who are focused on creating the greatest impact. We offer a competitive reward package and flexible working plus a commitment to supporting your learning and professional development.

## Country or department background

We have secured funding from some of the world's most highly regarded philanthropic funders, and they are all committed to a future where everyone is able to breathe clean air. This role works closely with those funders and sits in Clean Air Fund's Strategic Partnerships and Communications team, which oversees fundraising for the organisation and relationships with our donors.

## Job purpose and scope

The Funder Relations Manager holds a critical role in the Fundraising team, leading relationship management with our funders to ensure the best possible donor experience, while also supporting key governance activities for Clean Air Fund's Grants and Charitable Activities Committee.

This role is also responsible for the implementation of Clean Air Fund's donor engagement strategy that supports high value fundraising activity and implementing donor relationship knowledge sharing systems and processes across the organisation.

## Key working relationships

### Internal

- Senior Leadership Team
- CEO Office staff
- Fundraising team
- Portfolio managers
- MEL team
- Finance and Operations staff

### External

- Donor focal points for Clean Air Fund

## Key accountabilities

### Donor liaison (50%)

- Ownership of donor management – acting as the main point of contact for Clean Air Fund with our donors, coordinating, tracking and where appropriate participating in all interactions between Clean Air Fund team members and our donors, to deliver a consistent and coherent engagement experience for our funders
- Writing and preparing funding proposals for core funding renewal(s)
- Directly liaise with donors and manage relevant relationships with senior level representatives
- Create donor engagement strategies and plans, including influencing key stakeholders, priority communications and messages

- Identify opportunities to enhance donor satisfaction such that funding can be extended, renewed and increased.
- Ensure regular meetings are scheduled at appropriate levels, that senior leaders are well briefed, that minutes and actions are agreed, distributed and followed up on.
- Diarise and organise key donor management activities, including reporting deadlines, acknowledging payments, drafting thank you notes and crafting bespoke messages that address donor interests in creative and personalized ways.
- Anticipate and flag issues requiring attention, with attention to the needs and concerns of each donor.
- Ensure information on donor engagement flows seamlessly across Clean Air Fund teams; that donors feel well informed on Clean Air Fund strategies, grant making, advocacy activity and communications products; and opportunities to enhance relations and partnerships are identified and followed up.
- Representing Clean Air Fund at relevant external events and conferences, where appropriate

#### **Impact reporting and compliance (25%)**

- Manage donor reporting process, working closely with Finance, MEL, Programmes and Communications teams, to produce narrative outputs that meet regulatory and donor requirements
- Provide significant content from donor reports and communications for the annual reporting process
- Ownership and management of donor administration e.g. payments, contracting processes, and relevant database management in relation to funder relations
- Track project reporting requirements that lie outside the annual reporting process and ensure they are met by working with the delivery teams to generate appropriate material
- Work with MEL team to create and package case studies, successes, insights and learnings to inform funders of Clean Air Fund's impact
- Manage and produce monthly donor update, working across all teams to generate progress updates and package them appropriately
- Identify opportunities for joint activity and initiatives to communicate thought leadership and novel approaches to addressing air pollution and its links to climate and health

#### **Governance engagement support (15%)**

As most of Clean Air Fund's funders sit on our governance bodies, this position supports preparation for meetings of Clean Air Fund's and Grants and Charitable Activities Committee (GCAC). Work may include:

- Project management of interactions with the GCAC to ensure they run smoothly
- Helping to shape GCAC meeting agendas, liaising with portfolio leads and the Senior Leadership Team as required
- Attending meetings, taking minutes and following up with actions
- Tracking the production of papers, quality assuring them and managing communications to committee members
- Joining preparatory briefing meetings with GCAC members and sharing feedback with

- relevant Clean Air Fund team members
- Suggesting improvements to planning processes, documentation, and meeting arrangements to improve engagement with and effectiveness of the GCAC

## **Internal Fundraising Coordination (10%)**

While this position has no responsibility for bringing new donors into Clean Air Fund, which is done by the fundraising team, it is involved in identifying opportunities for existing donors to extend and renew their support.

- Identify and share useful intelligence on the donor landscape, potential funding opportunities, trends in philanthropy and developments within the donor community with fundraisers and senior leaders
- Working with Finance to produce income projections from core donors and budgetary forecasting when required
- Display and communicate best practice related to project management

## **Person Specification**

### **Essential technical competencies**

- Adept in dealing appropriately with a wide range of stakeholders, including SLT, Clean Air Fund managers, funder programme officers, and other donor organisation staff
- Gravitas and presence to constructively and effectively work with senior funder representatives
- Skilled communicator, in oral and written form
- Strong knowledge of Clean Air Fund's programmes and strategic priorities and ability to communicate these compellingly and clearly to internal and external audiences
- Highly competent project management skills: well organised, with the ability to handle multiple priorities, tasks and deadlines to meet agreed objectives.
- Ability to represent the Clean Air Fund credibly with range of external audiences, including senior donor representatives and grantee partners.
- Able to respond quickly to requests for information and project updates

### **Desirable technical competencies**

- Formal experience in a fundraising or partnerships environment is useful but not essential. A track record of quick thinking, diligence, adaptability and persistence is more valuable.
- Project management training and qualifications
- Experience working with senior decision-makers e.g. Boards and/or Committees

### **Essential behavioural competencies**

- Dynamic and able to work at pace and respond to opportunities
- Comfortable using own initiative and creativity to achieve desired outcomes
- Collaborative with strong interpersonal skills, quick to build relationships
- Creative thinker, able to feed into communications and think of new and appropriate stewardship ideas
- Thorough, with excellent attention to detail, supremely organised, as well as the ability to see the "big picture"
- Comfortable at working with people from a diverse range of cultural backgrounds

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## Further information

- This is a full-time role
- The role can be based in any of the Clean Air Fund's locations - London, Accra, Johannesburg or New Delhi.
- Salary and benefits dependent on the location
- Applicants must have the right to work in the location they are applying for, we will not be able to support work visa applications
- Homeworking can be agreed for up to 50% of the time.