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| Nest Insight |
| Partnerships and Development Manager |
| Grade 3 |

# The role

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| Nest Insight’s work is funded by a combination of sponsorships, grants and in-kind support from organisations that share our values. By working in partnership, Nest Insight is able to lead research and innovation that can make a difference to the financial security of millions of people.We are seeking a talented Partnerships and Development Manager to join our team. This important role will support delivery on our fundraising strategy and help develop and maintain our funding partnerships, working closely with a supportive and collaborative team. Nest is committed to helping employees develop their skillsets and progress in their careers and a variety of training opportunities will be available.We are open to part-time and job-share candidates. |

# Scope and deliverables

## Accountability

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| Will be responsible for:* Day-to-day management of Nest Insight’s funding partnerships, ensuring objectives are met and relationships are nurtured
* Researching and identifying new funding opportunities and new relationships to cultivate, and management of that pipeline
* Working with the leadership and programme teams to develop and coordinate funding proposals and presentations
* Coordination of funder reporting and internal record-keeping on partnership delivery
* Working with the communications team to support delivery on branding and crediting commitments to existing funders and to develop fundraising messages and materials
* Managing payment and reporting processes, working with finance colleagues
* Working with legal and procurement colleagues to bring new partners on board in line with our processes and requirements
* Internal championing of funders’ requirements and objectives; looking for opportunities to overdeliver, in line with our mission and values.

This list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post. |

## Deliverables

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| * Existing funding partnerships attentively managed and nurtured
* Research and identification of funding opportunities and supporting with bids and proposals
* Clear processes and records kept across funder relationship management and fundraising.
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## Relationships and autonomy

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| * Will report to and work closely with the Associate Director – Strategy and Development
* Excellent relationships across the Nest Insight team and with Nest teams
* Regular interaction with Nest Insight’s funding partners.
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# Role requirements

## Experience and technical skills

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| *Essential:** Experience in fundraising, partnership development and/or relationship/account management
* Good relationship-building skills, with the ability to effectively engage with diverse stakeholders
* Organised and detail-oriented, with the ability to manage across multiple funders and projects simultaneously
* Strong communication skills, including writing skills
* Proficient user of Microsoft Office applications including Excel, PowerPoint and Word, and able to learn new IT systems quickly

*Desirable:** Experience of working on grant applications, funding proposals and presentations
* Experience of using CRM systems
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## Personal attributes

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| * Rigour in following established processes, meeting funder requirements and compliance with regulation and policies.
* Exceptional organisational and time management skills.
* Curiosity and creativity in looking for new opportunities for Nest Insight
* Focused on continual improvement, taking pride in delivering high quality results.
* A commitment to team working, diversity and inclusion.
* A personal commitment to the issues Nest Insight works to solve, and to supporting our team culture and values.
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## Differentiators

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| This is an exciting role for someone looking to apply partnership management skills in a dynamic, mission-oriented and collaborative environment.Nest Insight’s work has the potential to make a difference to millions of low- and moderate-income households, and our activity has a high profile across the public policy community and the industry, in the UK and internationally. |

## Working pattern

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| Flexible working patterns, including hybrid working, compressed hours, part time hours and job shares, are actively supported in our team and many of us work flexibly. Working in office (Canary Wharf) or hybrid working from home and office as preferred. The Nest Insight team are usually in the office at least one day a week together. Some attendance at meetings and events in other locations may be required from time to time.  |

## Grade Descriptor

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