



Philanthropy and Grants Manager Candidate Pack



About The HALO Trust

HALO is the leading humanitarian mine clearance organisation globally with programmes in over 25 countries and territories, and over 9,500 staff. Most of our staff are local employees and include a growing number of women. Our primary expertise is serving people affected by conflict, clearing landmines and the explosive remnants of war that threaten lives and livelihoods long after fighting has finished. We make land safe where war has ended, while also assisting those affected by active conflict and endemic violence, creating more durable solutions to support stability. In recent years HALO has grown significantly. With our financial strength and strong government, community and partner relationships, HALO is uniquely positioned to help build more resilient and prosperous communities; better equipped to withstand the interconnected global challenges of climate change, disease, political and economic instability. This will see the nature of HALO's programming diversify.

For example, in southern Angola, our clearance work is part of a regional approach to develop conservation in support of Angola's national plan to diversify their economy, protect their natural environment and create sustainable livelihoods. Angola has some of the world's most important remaining wilderness, but the presence of landmines makes it almost impossible to apply the conservation measures needed to protect this vital resource. By clearing the landmines, HALO can lay the foundations for life, agriculture and eco-tourism to thrive.

By 2025, with the support of our donors and partners, we will have enabled several countries to become landmine free. Other countries will be significantly closer to this critical goal. We will have started working in new countries and increased our skills and capabilities to respond to new threats and changing humanitarian needs. The needs of people affected by conflict will be at the centre of everything we do.

The issue of landmines first shot to international prominence in 1997 when Princess Diana walked through one of HALO's minefields in Angola—a walk that Prince Harry repeated in 2019. In the 100 plus days since the Ukraine conflict began, HALO's work to protect lives from unexploded ordnance has again been high profile. HALO has been present in Ukraine since 2016 conducting life-saving humanitarian mine clearance in the eastern regions. At the outset of the current conflict we were already embedded in communities and uniquely positioned to respond quickly to the crisis. We moved rapidly to support the humanitarian crisis, providing first aid and safety messaging on the risk of unexploded ordnance. With the support of our donors, both philanthropic and Governmental we are now clearing explosives from former Russian controlled areas around Kyiv, enabling displaced people to return home and protecting lives.



Funding

HALO's annual operating budget is circa £90m, with our primary revenue stream from Government donors—the US, UK, Germany, The Netherlands and other OECD countries, as well as supra-national organisations such as the UN and EU. In addition to the UK operation, The HALO Trust (USA) is a 501(c)(3) non-profit organisation based in Washington D.C. governed by the board of Directors and led by the Executive Director who leads on all fundraising efforts in the USA.

Philanthropy

Although HALO is over 30 years into its story, it has until recently had a small philanthropy programme, generating circa 5 per cent of the organisation's total revenue. With funding from institutional donors entirely designated to mine-clearance, and very minimum funding to cover core costs, the long-term sustainability of HALO's business model will rely on successfully building private philanthropy to provide essential unrestricted and flexible funds to grow, innovate and sustain levels of excellence in HALO's staff. Privately sourced funds will allow HALO to expand into new geographies, diversify its programming and sustain sector-leading training necessary for accelerating its mission and unlocking new public donor sources.

The UK based Global Philanthropy Team has experienced significant income growth, rising from £3.6 million in 2020 to £5.7 million in 2021 (exceeding our target of £4.3 million). Key to this has been significant growth in our partnerships, including the number of multi-million, multi-year commitments. In 2022 we are forecasting total income will exceed £9 million, following unprecedented levels of support from donors towards our mine action work in Ukraine, with the UK Philanthropy team raising more than £4 million since the start of the conflict.

Now is a great time to join HALO as the Global Philanthropy Team builds on its early success with the development of a global philanthropy strategy, to drive growth in new markets, refine our model of donor stewardship and develop our range of strategic funding products. We benefit from a strong commitment from HALO's Senior Leadership Team as well as exceptional support from the Board of Trustees who have been integral to inspiring new partnerships and bringing on board new donors. This will be vital as we expand into new geographical markets over the coming years.

The Role

We are recruiting for two Philanthropy and Grants Managers to join our UK based Global Philanthropy Team. These are new permanent roles following a period of growth and in response to the evolving strategic and global nature of our partnerships—with multi-market and multi stakeholder components. These roles will lead new and existing grant partnerships, generating growth through excellence in account management and the development of new prospects, in addition to leading key components of the strategic account plans for other global partnerships (led by the Director of Global Philanthropy and Communications and Head of Global Grants Partnerships).

Due to the breadth of partnerships in the team, it is likely that one role will be responsible for leading or supporting partnerships which are funding HALO's environment/conservation related projects globally, while the other will have a more commercial focus; including working on international partnerships with corporate foundations.

You will join a small team of highly skilled, experienced and driven fundraisers with a collaborative team culture and a commitment to investing in and supporting your development. You will report to the Head of Global Grants Partnerships (job share) and work closely with the Philanthropy Pipeline and Insight Manager, Philanthropy Engagement Manager, Global Philanthropy Lead, Director of Global Philanthropy and Communications, and Philanthropy Assistant. The Global Philanthropy team works closely with the US based Philanthropy Team (with a US remit) as well as the UK and US based Communications Teams.

The team benefits from HALO's well established funding support functions, including dedicated donor relations staff in each programme location. This enables our Philanthropy Managers to focus on relationship management and stewardship as well as broadening our base of partnerships. With a focus on stewardship and the right people in our team we anticipate the potential to grow the number of six and seven figure partnerships further, with private income supporting innovative new areas of HALO's work as well as providing flexibility. In this context you will join a fast-paced, fluid and entrepreneurial context, responding to opportunities while laying the critical foundations for strategic growth.





Key Responsibilities

- Lead growth within a portfolio of five and six figure grant relationships (including the development of long-term seven figure support) through the development and delivery of relationship strategies, in collaboration with the Director of Philanthropy and Head of Global Grant Partnerships
- Lead key components of the strategic account plans for HALO's global partnerships, supporting the Director of Philanthropy and Head of Global Grant Partnerships and other key internal stakeholders, including CEO/Trustees. Deputise for the Head of Global Grant Partnerships where required
- Personally cultivate key donor relationships, providing excellence in supporter stewardship
- Personally develop and manage a portfolio of prospective donors, guiding them through the various cultivation phases and ultimately securing new funding in line with HALO's strategic funding priorities and global prospect list
- Work with international programme teams to ensure the development of high-quality proposals and reports to tight deadlines
- Manage donor records and correspondence in Salesforce
- Provide flexible support to priority areas of work, including proposal development and reporting for existing partnerships across the philanthropy team
- Work closely with colleagues in the USA, UK and overseas programs as part of a distributed team to provide support to global fundraising efforts

Location and Working Pattern

The HALO Trust understands the need for flexible working and the achievement of a good work-life balance for our employees. We are open to exploring working arrangements that meet the needs of the employee whilst ensuring that the organisation continues to deliver against our strategic goals. The Philanthropy Team is based at HALO's office in Wilton, near Salisbury, with flexibility for hybrid or remote working for the right candidate. HALO also has a second UK office in Scotland. Our preference is that these are full time roles, with HALO operating a 40-hour working week (with the office closing at 3pm on Fridays). However we are open to considering part-time hours, for example a 4-day working week.



Experience, Skills and Attributes

Essential

- Three years' experience of leading successful relationships with Trust and Foundations or equivalent philanthropic partnerships, including those giving at the six or seven figure level
- Personal track record of cultivating and soliciting donations from Trusts and Foundations at the six figure level
- An excellent communicator with the ability to build relationships with staff and colleagues in different cultural environments
- Outstanding research and written skills with the ability to work with programme and finance colleagues to design robust project proposals, reporting, and monitoring and evaluation
- Confident in working with financial information including project budgets
- Excellent written and verbal skills with strong attention to detail
- Outstanding interpersonal skills including ability to demonstrate tact, sophistication and gravitas
- Experience of working with a fundraising database to maximise relationship development
- A commitment to HALO's mission and objectives
- Strong intellectual curiosity and the ability to articulate HALO's various programmes and strategies in a compelling way
- Tenacious, self-starting, and able to thrive in a fluid, entrepreneurial context
- Collaborative, team player, with a good sense of humour and a low-ego



Desirable

- Experience of high value fundraising in the following areas is desirable: mine action, conflict resolution, the environment / conservation
- Experience of pipeline development in international markets for example Europe and/or the Middle East

Benefits

Salary circa £44k dependant on experience
Annual Leave: 25 days plus 8 statutory holidays
Non-contributory life assurance
Emergency medical insurance when travelling overseas
Flexible working policy
Pension – HALO will match up to 5 per cent of contributions
Cycle to work scheme

To apply, please submit your CV and supporting statement (no more than 2 pages) detailing how your skills and experience meet the requirements of the role no later than midnight on 12th September 2022. First stage interviews will take place on 20th September 2022. If there is a sufficient calibre of applicants, we reserve the right to close the role earlier than the date noted.

The HALO Trust is an Equal Opportunity Employer and does not discriminate against any applicant for employment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. The HALO Trust is committed to a culture that is both diverse and inclusive and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.



The HALO Trust
www.halotrust.org

The HALO Trust is a company limited by guarantee. Registered in England No. 2228587. Registered Charity No. 1001813 and (in Scotland) SC037870. Registered Office: One Bartholomew Close, Barts Square, London EC1A 7BL

The HALO Trust (USA), Inc. is a 501(c)(3) not-for-profit organization. US Federal Tax ID Number 522158152. Office: 1730 Rhode Island Ave north-west, Suite 206, Washington, DC 20036