



**YOUNG ENTERPRISE JOB DESCRIPTION  
SENIOR RELATIONSHIP MANAGER**

Job Title	Senior Relationship Manager
Department	National Fundraising
Reporting to	Director of Development
Salary	Up to £45,000 per annum
Pay Grade	Grade 6
Hours	Full Time (5 days / 37.5 hours per week)
Duration	Permanent
Reports	Two direct reports
Location	Hybrid – Working from our Central London Office min 4 times a month. Or home-based depending on location
Main job purpose	<p>This is a fantastic opportunity to join an impactful and collaborative fundraising team and develop as a fundraising leader. You will contribute to the annual budget of £3.8m, raising income from Trusts, Foundations and statutory income streams, utilising your income-generating and communication skills. You will also undertake prospect research as well as develop compelling project updates and reports to inspire supporters.</p> <p>Reporting to the Director of Development, this role also forms part of the Senior Strategy Group.</p> <p>We are looking for a proactive individual who is able to plan and prioritise their workload effectively, who takes initiative where appropriate and who knows when to ask for support.</p> <p>The Senior Relationship Manager will build excellent working relationships with their direct reports and external stakeholders and contribute their expertise to the wider team and organisation through cross-functional working.</p> <p>You will be a first-class communicator who can create engaging and inspiring written and verbal cases for support. You will enjoy building strong relationships and getting out of the office to meet supporters and be curious to explore networks and connections.</p> <p>You will have a track record of generating income from Trusts, Foundations and Statutory opportunities, particularly at the £25k - £100k+ level.</p> <p>You will be a tenacious self-starter with excellent organisational skills and a can-do attitude to enthuse existing and prospective supporters and manage a varied research, fundraising and grant management workload. You will demonstrate a solution-focused attitude.</p>

## MAIN RESPONSIBILITIES

### Main responsibilities

- Direct line management, supporting and reviewing direct reports applications and reports
- Work closely with the Director of Development to implement the fundraising strategy
- Build effective working relationships with a range of stakeholders, including supporters, colleagues, senior leaders, and ambassadors.
- Active engagement in the Senior Strategy Group, contributing to cross-functional working, exploring opportunities to scale and understanding and overcoming any blockers to delivery.
- Research and qualify a robust pipeline of Trust, Foundations and Statutory opportunities to progress and ultimately secure financial support for Young Enterprise with a particular focus on multi-year partnerships
- Develop a compelling, inspiring, and appropriate case for support across applications
- Introduce innovation to account management that keeps partners well informed as part of robust stewardship plans, ensuring we retain partners and react to opportunities
- Manage excellent internal cross-functional relationships to gain support for new proposals and engage them in new business projects, as well as gathering and collating project information for supporter reports
- Work with the Educational Partnerships Team and Programme and Services team to track the funded project's progress against targets, working with colleagues to ensure they remain on track
- Produce timely, engaging, and accessible project reports and steward the existing portfolio of warm supporters with Young Enterprise event invites and volunteering opportunities
- Administration, including maintaining accurate database records and files for supporters

### Line Management

- Line-manage, motivate and support direct reports to deliver fundraising targets efficiently and effectively and provide a high standard of supporter management
- Share your expertise and experience to further develop the team's skillset

The main responsibilities are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the charity and its overall objectives.

## REPORTING RESPONSIBILITIES

The Senior Relationship Manager will report directly to the Director of Development and will supply information as required by the Senior Leadership Group, supporters and other stakeholders.

## PERSON SPECIFICATION

The Senior Relationship Manager will have proven strong Trust and Foundation fundraising experience across prospect research, proposal writing, and grant management.

The successful candidate will have excellent communication and stakeholder management skills, the ability to build and maintain strong relationships with a range of key individuals and partner organisations, manage expectations effectively, and the ability to respond to differing needs. The successful candidate will be a strong team player.

## SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

Essential Skills	<ul style="list-style-type: none"> <li>• Communication skills, both verbal and written, with the credibility and authority to inspire others at the most senior levels</li> <li>• Strong persuasive and negotiating skills, which result in positive outcomes, with the resilience and motivation to overcome initial negative responses to proposals</li> <li>• Strong organisational skills and attention to detail with a successful track record of meeting deadlines and managing own workload</li> </ul>
Essential Experience	<p>The successful candidate must have a proven track record for:</p> <ul style="list-style-type: none"> <li>• Trust and Foundation successful funding applications in the region of £25k to £100k+</li> </ul>
Desirable Experience	<ul style="list-style-type: none"> <li>• Knowledge of current educational and political landscapes</li> <li>• Line management experience, with the ability to motivate and engage direct reports</li> <li>• Experience of applying for and reporting to Statutory funding opportunities</li> </ul>
Disposition	<ul style="list-style-type: none"> <li>• Self-starter with a passion for supporting young people to help them succeed</li> <li>• Committed to the aims and values of YE</li> <li>• Emotionally resilient and able to work with ambiguity and difficult tasks</li> <li>• Entrepreneurial, responsive &amp; creative</li> <li>• An accomplished team player</li> </ul>

## Young Enterprise Core Values

### Young Enterprise has 4 Core Organisational Values

#### **Unlocking Potential**

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

#### **One Team**

Working together effectively to achieve our goals.

#### **Enterprising and Resilient**

Embracing change, innovating, adapting and responding to challenges and opportunities.

#### **Creating Great Impact**

Aiming for the biggest impact on young people and their educators.

**All YE Staff are expected to model these values at all times.**