Senior Partnerships & Fundraising Manager – Job Description

Reports to: Director of Development · **Hours:** Full-time equivalent · **Location:** Home-based (South East England), occasional UK travel · **Contract:** Initial 6-month contract, with a view to moving to a full-time employed role · **Fee:** £22,500–£25,000 for 6 months (pro rata of £45,000–£50,000 full-time equivalent)

Beacon Changemakers is a leadership development charity. Since 2009, we have found young people in East and Southern Africa who show real leadership potential but lack the means to fulfil it and opened the door to top secondary schools and leading UK universities through Beacon Scholarships. Alongside a world-class education, our Scholars receive leadership training, mentoring and goal-setting support, so they grow into ethical changemakers: young people who are already making a difference and can take others with them, creating positive change that multiplies through their communities. We are now expanding our network of partner schools and universities and setting ambitious goals for growth.

The role. You will look after Beacon's existing school and university partners and bring on new ones. Working alongside the Director of Development, you will keep current partnerships healthy and growing while finding, pitching and signing new universities in the UK and beyond. You will also help grow Beacon's fundraising by finding new funders and building a strong pipeline, and you will manage our partner communications, content and supporter database.

1. University and school partnerships (about 40%)

Managing existing partners

- Be the first point of contact for our partner schools and universities for commercial queries, problems, renewals and agreement reviews.
- Meet UK university partners face to face, run the calendar of partner visits and reports, and plan engagement events such as workshops, launches and Scholar showcases.
- Grow each partnership (more fee waivers, scholarships and long-term commitment) and make sure partners deliver what they have agreed, such as Scholar places and progress reports.
- Work closely with the Operations Team to ensure that new and existing partnership commitments are understood, documented and integrated into Scholar recruitment, onboarding and ongoing programme delivery

Bringing on new partners

- Identify, approach and secure new university partners in the UK and beyond, building trusted relationships with the people who can champion and approve a partnership, from first research to signed agreement.
- Support the recruitment of new partner schools, starting with Southern Africa, using our assessment framework.

2. Fundraising development and prospect research (about 40%)

- Find new funders who can help Beacon reach its ambitious growth goals, including trusts, foundations, companies and major donors.
- Build and manage a prioritised pipeline, with a short profile and clear next steps for each prospect, and track funder deadlines, reporting and stewardship so no opportunity is missed.
- Prepare prospect briefings and cultivation plans for the Director of Development, trustees and other senior volunteers ahead of meetings and approaches.
- Support the development of funding proposals, applications and cases for support, drawing on partner and Scholar evidence.
- Bring new ideas for growth, including income-generating events and challenges, gifts in kind (GIK) for the alumni programme and new ways for partners to engage with Beacon.

3. Partner communications, content and database (about 20%)

- Manage partnership team-led communications, working closely with operations to align timings, and maintain reliable records of contacts, relationships, agreements and activity, so partners and prospects never get overlapping approaches, and handling data in line with GDPR.
- Produce regular partner updates, impact reports and case studies, gathering stories from Scholars, schools and universities in line with GDPR and Safeguarding best practice.
- Keep the Beacon library updated with approved stories, photos, data and messaging that can be used in proposals, reports and partner materials.

Person specification

Essential

- A proven record of winning new business, partnerships or funding: finding prospects, pitching, negotiating and closing.
- Three or more years in partnerships, fundraising or business development, ideally in a charity or education setting.
- Experience of prospect research and building a fundraising pipeline, including trusts, foundations, corporates or major donors.
- Confident and persuasive with senior decision-makers, and resilient with a long sales and cultivation cycle.
- Excellent writing for very different audiences, from partner updates to funding proposals.
- Confident using a CRM or supporter database, and careful with data.
- Organised and self-starting, comfortable working remotely, and willing to travel in the UK (and occasionally overseas).

Desirable

- Knowledge or lived experience of East or Southern African education systems
- Familiarity with prospect research tools and sources (e.g. Charity Commission data, 360Giving, company and wealth databases).

Terms

Initial 6-month contract as an Independent Consultant at £22,500–£25,000 (pro rata of £45,000–£50,000 full-time equivalent), with a view to moving to a full-time employed role at £45,000–£50,000 depending on experience, subject to review.

Application supporting statements should show examples of how you meet the person specification above. To apply, please email your supporting statement or cover letter and CV to **vacancies@beaconscholarship.com**.

Closing date: 5pm, Tuesday 15 December 2026.