ANALYST AND SUPPORT OFFICER, PARTNERSHIPS & BRANDS

Contract          Permanent
Hours             Full time (37.5 per week)
Location          UK based (flexible working policy in place with a part London-office/part home working hybrid model).
Salary range      £25,000 to £28,000 depending on experience, Life Insurance, Pension and Flexible Benefits Scheme
Reports to        Director of Strategic Engagement

CONTEXT

The Power of Nutrition’s vision is a world where every child has the right nutrition to achieve their full potential. Our purpose is to raise money and create partnerships to advance the fight against malnutrition in Africa and Asia.

By the end of 2022, we will have helped prevent more than 600,000 cases of stunting, achieving our headline target several years early, through funding and overseeing 21 large-scale nutrition programmes in 16 countries.

Since being established in 2015, we have:
• Reached 133 million of the world’s most vulnerable people with nutrition interventions, 300% more than our original target.
• Tackled with our partners over 600,000 cases of stunting, 2 years ahead of target.
• Mobilised $643m for nutrition programming through our unique co-investment model and effective fundraising.
• Spent just 3 cents to generate the next $1 for nutrition programmes.

Undernutrition is the underlying cause of 45% of all child mortality. In Sub-Saharan Africa and Asia, nearly 4 in 10 children are growing up with stunted bodies and brains - and malnutrition levels are on the rise due to covid, conflict and climate change. Putting a stop to malnutrition is one of the best means we have to transform children’s health, education and livelihoods, in turn helping communities and countries escape the cycle of poverty. Yet, there is a $10.8 billion annual funding gap in global nutrition.

The Power of Nutrition is a unique partnership platform that brings together various organisations to help plug this gap and run best-practice nutrition programmes at scale. We work with investors including the Children’s Investment Fund Foundation, UBS Optimus Foundation, The Bill and Melinda Gates Foundation and donor governments including the UK, Sweden, Ireland and Australia; as well as implementing partners including The World Bank, Islamic Development Bank, UNICEF, World Food Programme and a range of international NGOs.

This is an exciting time to join The Power of Nutrition. You will play a critical role delivering our new Strategy for 2022-5 - Transforming global nutrition financing, together - which sees the organisation go beyond stunting to tackle all forms of malnutrition (stunting, wasting, micronutrient deficiency) in high-risk countries, and expand into innovative financing. We are an organisation that has been
through a period of transition into a new model, and we are extremely ambitious for growth – to reach those who need our support the most.

More information on our work can be found at www.powerofnutrition.org.

**JOB SUMMARY**

The Power of Nutrition (TPON) is recruiting an Analyst and Support Officer for an interesting and challenging role; to provide vital support to the Partnerships and Brands team in their communications and partnership efforts with private sector and major donors. This role is appropriate for someone passionate about joining the international development sector, and being part of a high-energy, fast-paced environment with room to learn, grow and develop. The main elements of this role are to oversee use of Salesforce, to undertake research into potential donors, and to provide general administrative support to the wider team. Most importantly you will be someone that takes pride in their work, enjoys creative thinking and thrives from being part of a team and working with others to create positive change.

**JOB DESCRIPTION**

**ESSENTIAL DUTIES**

Specific duties (not limited to and may vary over time)

**Research and analysis**

- Researching prospects and donors for meetings and engagement and to build a robust pipeline of donor activity. Understanding their businesses/organisations and interest/support to communities in developing countries, and alignment with TPON
- Identifying appropriate contacts in these organisations – with contact details
- Producing briefings for senior members of the team
- Producing individual pieces of analysis and reports on a variety of relevant topics for business development and strategy
- Analysing fundraising trends and considering and proposing new and creative approaches and propositions for the team to incorporate in the fundraising strategy
- Supporting in the development of Big Bet opportunities for fundraising activities

**Donor data management**

- Managing the Salesforce CRM system and developing best practice guidance for the team on how to manage our interactions with donors. Working alongside our Salesforce contact to make improvements to our use of the database
- Be responsible for ensuring that appropriate information is stored on Salesforce (in line with GDPR), including research undertaken and notes written about meetings
- Lead on process for streamlining current data on Salesforce to make more efficient and future-proofing for optimal use
- Develop a set of reports on Salesforce for target tracking and Board reporting
Development activities

• Develop materials (briefings, PowerPoint etc.) for discussions with potential donors, donors and at events as required
• Support and attend client meetings as required
• Drafting emails and letters to identified contacts within organisations
• Recording details of meetings and agreed actions
• Supporting provision of background information requested by contacts
• Working with Head of Comms to develop a set of engaging webinars
• Oversee the donor reporting schedule and ensure team members are given notifications of when reports are due
• Lead on implementation of KPI tracking and ensuring team members are accountable

General support

• Support due diligence research into prospects and donors
• Support the team national and international travel requirements - arranging visas, researching hotels etc
• Support the Director of Strategic Engagement with diary management - scheduling donor meeting
• Adhoc support to the wider P&B team where needed
• Lead on coordinating P&B teams calendar including team meetings, away days, relevant department meetings etc
• Support the organisation of team away days including logistics etc
• Lead on improvements of internal processes
• Take ownership of selected activities and meetings where required such as chairing internal meetings, collecting agenda items and ensuring follow ups and deadlines are set
• Take a lead on administrative tasks as outlined by the Director of Strategic Engagement

PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Criteria Category</th>
<th>Requirements</th>
<th>Essential (E) Desirable (D)</th>
<th>Application (A) Interview (I)</th>
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<tbody>
<tr>
<td>Education and Qualification</td>
<td>Academic excellence: at least a 2:1 predicted or attained;</td>
<td>D</td>
<td>A</td>
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<tr>
<td>Experience and Knowledge</td>
<td>A proven track record of industry and attainment in work experience</td>
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<td></td>
<td>Working knowledge of Salesforce</td>
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<td></td>
<td>Very comfortable cold calling contacts</td>
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<td>Skills and Competencies</td>
<td>Fluent in English</td>
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<td>Outstanding written communication skills</td>
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<td>Ability to analyse information and provide concise updates to colleagues</td>
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<td>Good relationship building skills</td>
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<td>Excellent IT skills, including Microsoft Office (Outlook, Word, Excel, and PowerPoint)</td>
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<td>Personal Attributes</td>
<td>Ability to manage own workload and prioritise appropriately</td>
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<td>High levels of resilience and tenacity</td>
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<td>A self-starter, with creativity, pace, drive, interpersonal flexibility, and a high degree of organisational skills</td>
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<td>High level of professionalism, including being conscientious and efficient in meeting commitments, observing deadlines, and communicating in a timely fashion.</td>
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<td>A positive attitude and ability to work within a team environment</td>
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<td>High levels of initiative, innovation, and self-motivation</td>
<td>E</td>
<td>A/I</td>
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Please apply by 31 July 2023 by sending a CV and concise cover letter as to why you are a good fit for the role (no more than two pages of A4) to the email: humanresources@powerofnutrition.org