



Senior Programme Funding Manager

Cherie Blair Foundation for Women

Job pack, January 2026

Registered Charity No. 1125751.



Cherie Blair
**FOUNDATION
FOR WOMEN**



About us

The Cherie Blair Foundation for Women exists to create a future where women everywhere enjoy equal economic opportunities so they can thrive. Together with partners around the world, we work with women in low and middle income countries so they can start, sustain and grow successful enterprises. We collaborate to create fairer business environments so women are not constrained by gendered barriers and can reach their potential on their terms.

Since 2008, our training and mentoring services have supported 300,000 women to build successful micro, small and medium enterprises in over 100 countries. By blending insights from research, strong partnerships and pioneering technology we open doors for women entrepreneurs to skills, confidence, networks, finance and markets. We press for change to stop millions of women being held back from having the choice and opportunity to thrive.

Our gender transformative approach means women can achieve their own economic objectives. They create a better future for themselves, their families, and their communities. They contribute to thriving, fair economies, and global economic justice.

Ways to get in touch

www.cherieblairfoundation.org
recruitment@cherieblairfoundation.org

+44 (0)20 7724 3109
PO Box 60519, London, W2 7JU

Our team

The Foundation is run by a dedicated team of approx. 20 staff, overseen by a Board of eight trustees. Based in London, we have a global reach, working in collaboration with partners across Africa, the Middle East, Asia, Latin America and the Caribbean.

What we do

The Foundation develops and delivers woman-centred services and initiatives that provide sustainable solutions to the challenges facing women entrepreneurs in low and middle income countries so that many more women are able to start, sustain and grow successful enterprises. We work to effect change through fairer and more inclusive business environments.

Working with partners worldwide we deliver programmes to women that are designed to build knowledge, skills, confidence, networks and access to resources at different stages of their businesses. As a result, women can transform their businesses and their futures. Our delivery partners are entrepreneurship experts who are essential to our work and support us to adapt our programmes to relevant, local contexts.

- Our award-winning mobile business skills app, HerVenture, offers essential business training and support on-the-go, covering topics like launching a business, expanding market access, e-commerce and mobile money, for women at the start-up and early growth stages of entrepreneurship.
- We provide blended learning training to target key business development areas such as business growth, accessing finance and leadership through the “Road to” suite of programmes.
- Our Mentoring Women in Business programme matches women entrepreneurs with a dedicated professional mentor from elsewhere in the world. Using our online platform, they work one-to-one for 12 months to share new perspectives, build new skills and take their businesses to a whole new level.

Carrying out primary research and listening to first-hand experiences of women entrepreneurs is also a vital part of the work we do. We advocate for change to governments, multilateral organisations and corporations in order create more inclusive and fairer business environments.



Our principles

Women entrepreneurs at our heart: Without women entrepreneurs we wouldn't exist, so it is vital we put their experiences, perspectives and passions at the heart of what we do and how we do it.

Feminist first: We proudly follow feminist leadership principles, building an inclusive environment where everyone feels they belong.

Great to work with: We care. We are experts. We always seek to deliver high-quality work and results. We are positive and professional, and always operate with integrity.

Dynamic and entrepreneurial: The essence of entrepreneurship is creativity and innovation. We harness this spirit of courage, embracing opportunities and making bold moves to achieve our mission.

Powered by knowledge: We seek data to understand and share. We nurture a culture of enquiry and positive challenge. We look outward and encourage dialogue and exchange.

Our strategy

Our 'Ready for Business' strategy will see us significantly scale up our work to revolutionise business opportunities for one million more women entrepreneurs in low and middle income countries by 2030 and rapidly accelerate progress for women across the world.

With a global community of partners, donors and institutions, we will fight hard to ensure we contribute all we can towards the achievement of Sustainable Development Goal 5 on Gender Equality and Goal 8 on Decent Work and Economic Growth. This ambitious new strategy guides our work from 2023 to 2026, building on the success of our last strategy that saw us support over 100,000 women in just four years.

In order to reach one million women entrepreneurs and support them to start and grow successful businesses and drastically shift business ecosystems so they are fair and inclusive we will:

- Develop and deliver digital, women-centred services.
- Lead awareness raising campaigns to challenge the systems and structures holding women back from success.
- Create a membership community committed to funding our work so that women have the opportunities to fulfil their potential.
- Evolve our organisation to deliver more effective change.

The resilience, drive and ingenuity of the women we work with inspires us to be unstoppable in our commitment to ensuring the economic rights of women everywhere are fulfilled. With this strategy, we believe we have put ourselves in the strongest possible position to achieve this.

Our accounts in 2024

We encourage all applicants to review our latest annual report to find out more about our impact and our funding and spending. Our 2024 Annual Report and Accounts can be found on our website: <https://cherieblairfoundation.org/about-us/annual-reports/>



What we can offer you

- A fantastic package of 28 days of annual leave (which includes three that must be taken during the festive break).
- An organisation that values your perspective and voice, with all team members able to contribute to our strategic planning.
- Professional development and career growth, with a range of skills-building and learning opportunities, and an individual training budget of up to £1,000.
- A positive, supportive and collaborative culture. We support teamwork and open communication, with a friendly, relaxed atmosphere where all can thrive.
- A focus on personal wellbeing and happiness, with regular team-building activities and line manager meetings that as well as your personal wellbeing.
- Pension (3% employer contribution, 5% employee contribution), life insurance and death in service (3x salary) benefits.

Job description

Senior Programme Funding Manager

Responsible to:	Director of Fundraising and Partnerships
Location:	Hybrid – expected to attend London office (Marylebone) two days per week
Salary:	c. £45,000
Hours:	Full time – 35 hours per week. Open to discussing flexible working options.
Contract:	Permanent

Purpose of the Role

We are seeking a talented, motivated, and delivery-focused Senior Programme Funding Manager to play a key role in nurturing partnerships and growing income from corporates and foundations. This role offers the opportunity to take ownership of progressing relationships across our small but growing corporate and foundation portfolio – from early conversations and warm introductions through to securing funding and long-term donor stewardship.

Working closely with the Director of Fundraising and Partnerships and programme delivery colleagues, you will support senior-level engagement where appropriate and lead the progression, follow-up, and delivery of opportunities across the corporate and foundation pipeline. You will play a key role in shaping fundable opportunities with donors, translating organisational, programme delivery and research priorities into compelling, donor-aligned funding propositions. You will help turn interest into commitment by building trusted relationships, identifying new opportunities, and producing high-quality, persuasive funding proposals and delivering partnership goals.

This role is suited to someone who enjoys relationship-building, has excellent writing skills, understands the motivations of corporate and foundation donors, and is energised by seeing opportunities move forward and convert into income. We are a small and collaborative team, and so you will be happy engage in all aspects of the fundraising cycle and to provide support colleagues across the team as required.

Key Responsibilities

Relationship Management

- Take ownership of progressing a portfolio of corporate and foundation prospects with a clear focus on moving relationships to funding.
- Build and deepen relationships with small portfolio of existing corporate and foundations; identifying opportunities to uplift funding.

- Confidently lead early-stage conversations, helping potential partners understand our work, identify shared priorities, and co-create funding opportunities that align donor interests with programme needs and organisational strategy.
- Support renewals and uplift opportunities with existing partners, including multi-year or expanded funding where appropriate.

Proposal Development

- Lead the development of strong, funder-focused proposals, concept notes, and pitches, including working with senior leadership and programmes team colleagues to help shape programme ideas and budgets into fundable opportunities that clearly articulate impact, outcomes, and value.
- Work closely with programme, finance, and colleagues in the monitoring and evaluation team to ensure proposals that are compelling and deliverable.
- Ensure all submissions are high quality, timely, and aligned with funder requirements.

Pipeline Development

- Proactively identify, research, and track new donor prospects across corporates and foundations
- Actively maintain and progress a healthy funding pipeline by coordinating internal follow-up actions and cultivation plans.
- Prepare background briefs and internal recommendations for Senior Leadership to support early engagement.
- Take ownership of early-stage relationships and new opportunities, ensuring momentum is maintained and opportunities are converted.

Internal Collaboration

- Act as a bridge between fundraising and programmes, helping programme teams understand funder perspectives and timelines.
- Coordinate internal inputs efficiently to keep opportunities moving
- Maintain accurate records of contacts, opportunities, and proposals in the CRM.
- Contribute ideas and learning to strengthen our overall approach to corporate and foundation fundraising.

Donor Reporting and Stewardship

- Prepare narrative donor reports, updates, presentations in collaboration with Programme and Monitoring and Evaluation teams.
- Ensure accurate donor history tracking and reporting compliance in line with grant agreements.

Other responsibilities

- Maintaining the Foundation's CRM database
- Donor invoicing and payment tracking

Person specification

All applicants should already have the right to work in the UK. The Foundation does not offer sponsorship at this time.

Essential criteria

- Demonstrable experience in fundraising and income generation for non-profits or international development organisations, with a focus on progressing corporate and foundations to conversion.
- Proven ability to progress donor relationships and opportunities, from early-stage engagement through to funding secured.
- Strong track record of developing successful concept notes, proposals, and funding pitches for corporate, foundation.
- Highly organised, with experience managing multiple deadlines, coordinating inputs across teams, and driving opportunities forward.
- Experience using systems (e.g. CRM or pipeline trackers) to manage prospects, actions, and follow-up.
- A proactive, delivery-focused mindset, with the ability to take ownership and work independently in a small team environment and the willingness to take on tasks outside of Job Description to support team members.

Desirable criteria

- Experience of fundraising for women's economic empowerment, women's entrepreneurship, or related thematic areas and strong understanding of this funding landscape.
- Familiarity with funding mechanisms and proposal formats used by donors such as major foundations or donors such as FCDO and UN Agencies.
- Experience supporting renewals, multi-year grants, or expanded partnerships with existing donors.
- Working knowledge of CRM platforms (e.g. Raiser's Edge, Salesforce, or similar).
- Experience working in or with low- and middle-income countries.
- Proficiency in Spanish, Arabic, or another major global language.

How to Apply

To apply, please submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV (two A4 pages max)

Please send your application to: recruitment@cherieblairfoundation.org by 17:00 GMT on 6 February 2026. Interviews will be held the week of 16 February.

Equality, diversity and accessibility statement

We are an intersectional feminist, anti-racist organisation. We value diversity and welcome applicants of all backgrounds and identities equally, regardless of age, race, ethnicity, gender, sexual orientation, transgender status, disability, religion or belief.

Please inform us if you have any access requirements that you would like us to make reasonable adjustments to accommodate should you be invited to interview.

Job applicant privacy notice

Data controller

The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you are disabled for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks. The Foundation will not transfer your data outside the European Economic Area.

For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact enquiries@cherieblairfoundation.org stating 'SUBJECT ACCESS REQUEST'

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.



Thank you for your interest!



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