Head of Partnerships & Funding - Fixed term position (Maternity Cover)

Reporting: Reports to the CEO.
Location: London (E2), hybrid working with three days a week in the office.
Salary: £50,000
Contract: Fixed-term, 13-month maternity cover
Hours: Full-time

Benefits: 8% employer pension contribution, life insurance and an employee assistance programme.

About ETP

ETP is a global membership organisation working with tea companies, development partners, and governments to improve the lives of workers, farmers, and communities in tea-producing regions. Across Africa and Asia, ETP drives systemic change across three pillars: Economics, Equality, and Environment. With the support of its 40 members - including the biggest multinational companies in the tea sector - ETP's programmes to date have reached over one million people.

As well as supporting communities on the ground, ETP works with its members to improve business practices across the tea supply chain, working towards better human rights and environmental outcomes for everyone in tea.

ETP has a proven track record of driving meaningful change in tea-growing regions through partnerships with national tea boards and research institutes, producer associations, NGOs, UN agencies such as FAO and UNICEF, and institutional donors such as GIZ. Our work is delivered by a focused expert team based across key tea-producing countries in Africa and Asia and is supported by a head office in London.

About the role

The Ethical Tea Partnership (ETP) is seeking a Head of Partnerships & Funding (Maternity Cover) to lead the organisation's partnership and fundraising activities. Based in London, this role is central to delivering ETP's strategy by building and strengthening relationships with member companies, donors, and strategic partners committed to addressing the persistent social and environmental challenges facing global tea supply chains.

The post holder will be responsible for maintaining and advancing ETP's fundraising and partnership objectives, managing a portfolio of institutional, philanthropic, and private-sector relationships, and supporting the development of new funding opportunities. The role will oversee donor engagement, proposal development, contract negotiation, reporting, and partnership management, ensuring that ETP continues to secure the resources and collaborations required to deliver impactful programmes across tea-producing regions.

The post holder will provide strategic oversight of ETP's key institutional partnerships and work closely with the Programmes Lead to support programme design, resource mobilisation, and delivery.

This position offers an opportunity to work within a small, collaborative organisation that is committed to creating a thriving tea sector that is socially just and environmentally sustainable. The successful candidate will play an important role in fostering a culture of collaboration, learning, innovation, and accountability, while helping to ensure ETP continues to evolve and deliver against its strategic ambitions.

The role requires significant experience in partnership development and institutional fundraising, together with a strong understanding of innovative financing approaches, impact-driven funding mechanisms, and donor compliance. The successful candidate will have a strong track record in building relationships across diverse stakeholder groups and negotiating complex funding agreements with partners from the private, public, and philanthropic sectors.

Responsibilities

- Drive ETP's fundraising and partnership portfolio, cultivating relationships and securing funding from a diverse range of institutional, philanthropic, corporate, and member stakeholders.
- Develop high-quality proposals, concept notes, donor reports, and partnership communications in collaboration with programme, finance, and communications colleagues.
- Build, manage, and strengthen strategic relationships with funders, member companies, NGOs, government agencies, and other key stakeholders.
- Identify and pursue new funding and partnership opportunities that support ETP's strategic objectives and programme portfolio.
- Oversee donor stewardship, grant compliance, and the timely delivery of high-quality narrative and financial reporting.
- Work closely with the Monitoring, Evaluation and Learning Lead to communicate programme results, impact, and learning to donors and partners.
- Collaborate with the Finance team to oversee fundraising budgets, grant management processes, and financial controls.
- Support organisational visibility by working with the Communications team to showcase partnership achievements and programme impact.
- Contribute to organisational strategy and innovation.

Required skills

- A minimum of seven years' experience in fundraising, with a demonstrable track record of securing significant funding from a range of sources, including institutional donors, corporates, trusts, foundations, and philanthropic organisations.
- Experience developing and managing strategic partnerships within agricultural supply chains and/or sustainability-focused sectors.
- Proven experience operating as part of a senior leadership or management team, contributing to organisational strategy, decision-making, and performance.

- Strong understanding of corporate sustainability agendas, including human rights and environmental due diligence, responsible sourcing, ESG frameworks, and voluntary sustainability standards such as Rainforest Alliance and Fairtrade.
- Excellent knowledge of the international development and donor funding landscape, with the ability to identify, assess, and pursue funding opportunities across diverse donor segments.
- Established network of relevant donor, corporate, philanthropic, and sector stakeholders, with the credibility to represent ETP externally and cultivate strategic relationships.
- Demonstrated success in building and managing multi-stakeholder partnerships with a broad range of public and private institutions, including corporates, foundations, development agencies, and implementing partners.
- Experience working in multicultural and international environments, with the ability to engage effectively with stakeholders across different geographies, cultures, and organisational contexts.
- Experience overseeing complex funding agreements, donor compliance requirements, and partnership negotiations.
- Willingness and ability to undertake international travel as required.

Person specification

- Collaborative, proactive, and committed to ETP's mission and values.
- Flexible, adaptable, and comfortable navigating complexity and change.
- Passionate about the potential of business partnerships to create sustainable impact.
- Strong relationship builder, able to engage and persuade a diverse range of stakeholders.
- Results-driven, pragmatic, and focused on delivering high-quality outcomes.
- Highly organised, balancing strategic thinking with effective execution.
- Experienced in strategic planning and organisational development.
- Excellent written, verbal, and interpersonal communication skills.
- Degree-level education or equivalent professional experience; postgraduate qualification advantageous.

If you are excited by this role and feel you have relevant experience, we encourage you to apply. ETP is an equal opportunities employer.

Applications close on **30th November.** Early applications are encouraged as we may close the role before the deadline if a suitable candidate is found. We estimate the start date as around **15th February 2027**.