

JOB DESCRIPTION

Job Title: Project Manager (Partnership & Business Development)	Department: Operations
Reporting To: Operations Team Lead	Job Type: Remote, part-time (5 hours a week) & Volunteer (unpaid)
<p>Job Objective(s) To support the growth and effectiveness of fundraising and partnership initiatives by structuring workflows, improving coordination, and ensuring consistent progress across the Partnership & Business Development team.</p> <p>The Project Manager works closely with the Partnership & Business Development team, supporting the coordination of fundraising and sales-related activities. Embedded within a fast-growing and high-expectation team, the role ensures structure, accountability, and momentum across initiatives while reporting to the Operations Team Lead and maintaining alignment with operational processes.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Manage and track marketing projects and workflows using ClickUp and other tools as needed (CRM) ● Coordinate tasks, timelines, and deliverables related to sales and fundraising activities ● Attend weekly Partnership & Business Development team meetings as an active team member ● Support the structuring and tracking of outreach, partnerships, and fundraising initiatives ● Ensure timely follow-ups and progress across all pipeline activities ● Monitor and report on progress, identifying bottlenecks and risks ● Implement and optimise workflows to support a fast-paced and evolving team ● Facilitate communication between the fundraising team and Operations ● Maintain accurate and up-to-date documentation of partnerships and opportunities 	
<p>Skills and Competencies</p> <ul style="list-style-type: none"> ● Strong project management skills in sales, fundraising, or business development environments ● Ability to bring structure and organisation to fast-paced, evolving teams ● Excellent stakeholder coordination and follow-up skills ● Results-oriented mindset with strong accountability ● Strong communication and interpersonal skills ● Problem-solving and process improvement capabilities ● Ability to manage multiple priorities under pressure 	
<p>Other Qualifying Criteria</p> <ul style="list-style-type: none"> ● Education: Relevant degree or equivalent experience in Business, Management, Marketing, or related field ● Experience: Experience in managing sales, fundraising, or business development workflows (2-3 years minimum) ● Knowledge: Familiarity with CRM/project management tools (e.g., Airtable, ClickUp or similar) and pipeline management processes ● Time zone: GMT to GMT+4 	