

FOUNDATION PARTNERSHIPS MANAGER

Role	Foundation Partnerships Manager		
Reports to	Executive Director, ISD-US	Direct reports	0-2
Budgetary responsibility	None	Resource responsibility	None
Safeguarding	N/A	Key relationships	Executive Director ISD-US, Directors, Project Operations Team, US-based partners and donors
Salary	\$65,000 - \$85,000	Location	Washington DC; US remote

About ISD

ISD is an independent, non-partisan, non-profit organization dedicated to safeguarding democratic integrity, freedom, national security, public safety and individual rights by reversing the rising global tide of polarization, extremism, foreign interference and authoritarianism. Combining research and analysis with government advisory work and the design and delivery of training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges.

For 20 years, ISD has been at the forefront of analyzing, exposing and combatting all forms of terrorism, extremism, foreign interference, digital manipulation and authoritarianism, helping equip institutions, communities and the private sector with the tools, policies and skills to achieve impact at scale. ISD's mission is delivered by teams in the UK, the US, Germany, France, Jordan and Canada. Details of ISD's separate legal entities can be found [here](#).

Role Purpose

The **Foundation Partnerships Manager** will play a central role in expanding ISD's foundation funding portfolio in the United States by identifying, cultivating and advancing relationships with private, family, community, and corporate foundations aligned with ISD's mission. The post holder will lead the development of a strong pipeline of foundation opportunities across ISD's US priorities, including efforts related to strengthening resilience to extremism and political violence, countering hate and targeted harassment, and addressing the impact of emerging technologies on the information environment, including AI.

Working closely with the US Executive Director and program teams, the Manager will lead the development of compelling, funder-facing concept notes, proposals, and engagement materials that translate ISD's technical expertise into clear and persuasive narratives for external audiences. This role is primarily focused on external engagement strategy, pipeline development and proposal leadership. As this role focuses on philanthropic fundraising rather than government contracts or procurement-based funding, we seek someone with experience in philanthropy who can work with colleagues on budgeting of restricted grants where necessary. Success in this role will depend on strong writing and communication skills, sound judgment in assessing funder alignment, and the

ability to position ISD's work across its full programmatic portfolio to generate new funding opportunities and deepen existing relationships.

Responsibilities

1. Pipeline Development & Foundation Engagement (35%)

- Proactively identify and prioritize new foundation prospects aligned with ISD-US programmatic priorities, including:
 - Strengthening local resilience to extremism and political violence (including through Strong Cities)
 - Countering hate and targeted harassment, including antisemitism and technology-facilitated gender-based violence and harms to minors
 - Addressing the impact of emerging technologies on the information environment, including AI
- Lead foundation landscape analysis and develop actionable prospect pipelines, with clear recommendations on positioning and approach
- Support the US Executive Director & Business Development team in go/no-go decisions based on strategic fit and funder alignment
- Initiate and support relationship-building with foundation program officers, in coordination with senior leadership
- Identify and leverage opportunities within ISD's existing networks to expand foundation engagement
- Organize small briefings, roundtables, or convenings (virtual or in-person) to engage prospective and current funders

2. Proposal Development & Grant Management (45%)

- Lead development of high-quality concept notes, LOIs, and full proposals for foundation funders, in close collaboration with program and leadership teams
- Translate technical programmatic work into clear, compelling, funder-facing narratives
- Coordinate inputs across teams, including technical narratives and supporting materials, in collaboration with ISD's Operations team for budget development
- Ensure proposals align with donor priorities and ISD strategy
- Track proposal pipelines, submission deadlines, and reporting requirements
- Support grant reporting processes in coordination with program teams

3. Internal Coordination & Quality Assurance (20%)

- Manage proposal development timelines and ensure effective cross-team coordination
- Serve as a key liaison between program, operations and leadership to ensure compliance with donor requirements
- Maintain high standards across all external materials, including proposals, concept notes, and donor communications
- Use ISD's CRM (Monday.com) to track foundation engagement and pipeline progress
- Facilitate regular internal updates on funding opportunities and pipeline status

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times.

Our commitment to Equality, Diversity & Inclusion

We endeavor to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We particularly welcome applications from candidates currently underrepresented across ISD. We endeavor to make recruitment processes as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. These competencies are assessed through ISD’s bi-annual Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Problem solving
Courage	<ul style="list-style-type: none"> • Strategic thinking • Growth mindset

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation (where applicable) and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Strong understanding of the US foundation funding landscape and donor ecosystem • Experience developing successful grant applications for foundations in a nonprofit, NGO, think tank, or comparable environment • Experience managing or contributing to complex proposal development processes with multiple internal stakeholders 	<ul style="list-style-type: none"> • Master’s degree (e.g., international relations, public policy, communications, or related field) or equivalent professional experience • Familiarity with donor management or CRM systems (e.g., Salesforce, Monday.com, or equivalent tools)

	<ul style="list-style-type: none"> • Strong proficiency in foundation prospecting, research, and pipeline development (e.g., Candid or equivalent tools) • Familiarity with ISD’s issue areas, including democracy, human rights, extremism, information integrity, and digital policy 	
Experience	<ul style="list-style-type: none"> • Demonstrated experience in foundation fundraising, grant writing, and/or institutional fundraising • Track record of contributing to or securing mid- to large-scale grants (e.g., 5–7 figure gifts), depending on role seniority • Experience engaging with foundation program officers or equivalent external funder stakeholders • Experience working in or alongside mission-driven organizations (e.g., NGO, think tank, nonprofit, or policy organization) 	<ul style="list-style-type: none"> • Experience working on democracy, human rights, technology policy, extremism prevention, or related thematic areas • Experience in global or multi-country organizations with distributed teams
Skills	<ul style="list-style-type: none"> • Exceptional written communication skills • Strong ability to translate technical or policy-oriented work into clear, persuasive external narratives • Strong relationship management skills, with ability to build and maintain relationships with external stakeholders, particularly institutional funders • Strong organizational and prioritization skills in a deadline-driven environment • Above-average attention to detail, particularly in written materials and proposal consistency • Strong interpersonal and collaboration skills across teams 	<ul style="list-style-type: none"> • Experience developing LOIs, donor facing proposals, presentations, pitch materials, or visual storytelling content • Experience with narrative development or strategic communications for external audiences • Comfortable supporting fundraising events, briefings, or donor convenings
Additional requirements	Occasional travel (no more than 5% or 26 business days per annum) expected	

