

## Philanthropic Partner Relationship Senior Manager

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Inspired by a sense of caring and compassion for all the people who work to build a better world, as well as to support the many causes and movements for which they work, **The Wellbeing Project (TWP)** is focused on both cultivating a shift in the field of social change toward one that is healthier and more supportive of inner wellbeing, and on catalysing the development of a new infrastructure to better support everyone working in the field.

At The Wellbeing Project, we live by three core **values**:

- **Balanced Self-Leadership (Be You, Be Great):** We encourage deep self-awareness, emotional intelligence, and continuous personal growth. Our team members practice self-care, set clear priorities, and proactively seek feedback to improve.
- **Lightness (Be You, Be Gentle):** We bring joy, curiosity, and a growth mindset into our work, focusing on solutions and maintaining a high level of positive energy.
- **Collaborate Kindly (Be You, Be Together):** We foster a supportive and respectful environment, sharing information openly, assuming positive intent, and working in alignment with our team and partners.

At The Wellbeing Project, we are committed to fostering a work environment that values personal and professional growth. We seek individuals who embody our competencies, and who are excited to contribute to an environment where these competencies drive our collective success.

### Key Competencies:

- **Self-Management:** Regulating thoughts, emotions, and actions effectively to achieve personal and professional goals.
- **Agile Mindset:** Embracing adaptability, continuous learning, collaboration, and problem-solving.
- **Resource Mobilization Mindset:** Identifying, allocating, and utilizing resources proactively to maximize impact.
- **People Management & Leadership:** Inspiring and managing teams to achieve objectives efficiently while fostering engagement and growth.
- **Sustainable Mindset:** Integrating economic, social, and environmental considerations into decision-making.
- **Communication:** Effectively conveying and understanding information to build relationships and collaborate.
- **Co-Creation:** Engaging diverse stakeholders to generate innovative and meaningful solutions.

We are growing our team and looking for a **Philanthropic Partner Relationship Senior Manager** to steward and strengthen our growing community of philanthropic partners engaged with The Wellbeing Project.

*This is a senior, client-facing role at the heart of our foundation community. It offers a unique opportunity to ensure philanthropic partners experience clear value, thoughtful engagement, and high-quality follow-through as part of their involvement in this evolving funder ecosystem.*

*The role blends strategic relationship management with disciplined execution. It serves as a critical bridge between foundation partners and TWP's programs, networks, summits, and leadership — translating strategy into meaningful engagement and sustained impact.*

*This position is intentionally designed to support a focused portfolio of foundation partners in order to provide a high-touch, relationship-centered engagement experience. As the foundation community grows, the role will evolve to maintain a consistently high standard of service and sustainability.*

*This role reports to the Development + Partnerships Lead and works in close collaboration with relationship owners and cross-functional teams to ensure funder engagement is both meaningful and strategically aligned.*

*This is a remote full time role , ideally based in Latin America or Europe*

*We offer an attractive compensation and benefits package, tailored to the candidate's seniority, professional experience, and alignment with the role's requirements.*

## KEY RESPONSIBILITIES:

### 1. Foundation Partner Stewardship

- Serve as a trusted senior point of contact for foundation partners, ensuring a professional, responsive, and high-quality engagement experience.
- Build strong 1:1 relationships and understand each foundation's priorities, internal systems, and decision-making processes.
- Ensure partners clearly understand and engage with the value of the foundation offering.
- Maintain clarity, consistency, and professionalism across all interactions.

## **2. Opportunity Translation & Activation**

- Curate and package relevant wellbeing opportunities for foundation partners and their grantees.
- Translate internal initiatives into clear, executive-level communications aligned with foundation workflows and systems.
- Drive disciplined follow-through to ensure opportunities move from awareness to uptake.
- Track engagement, maintain internal visibility, and proactively address gaps or friction points to ensure accountability.

## **3. Internal Bridging & Executive Coordination**

- Act as the bridge between foundation partners and internal teams across Development, Programs, Networks, and Summits.
- Align funder-facing messaging with operational realities.
- Bring funder insights into internal strategic discussions to strengthen execution and alignment.
- Support foundation convenings, including agenda preparation, executive materials, structured summaries, and follow-up.

## **4. Retention & Strategic Enablement (In Collaboration)**

- Support foundation retention and engagement strategy.
- Contribute to renewal readiness, relationship health tracking, and onboarding of new partners.
- Feed engagement insights back into fundraising strategy to strengthen long-term sustainability.

This role does not hold primary responsibility for solicitation or formal relationship ownership but plays a critical enabling role in retention and growth.

## PROFILE, SKILLS AND COMPETENCIES

### Core Competencies

- 1. Interpersonal Communication & Trust-Building**  
Builds trusted relationships with senior foundation leaders through clear communication, confident presence, professionalism, and strong stakeholder judgment.
- 2. Organisation, Planning & Detail Orientation**  
Highly organized and systems-minded. Plans ahead, tracks multiple threads, and ensures disciplined follow-through so nothing falls through the cracks.
- 3. Executive-Level Written Communication & Professional Materials**  
Writes clearly and strategically for senior audiences. Produces concise, executive-ready materials and translates complex internal information into actionable communications.
- 4. Strategic Vision Translated into Action**  
Connects strategy to execution. Anticipates friction points, improves workflows, and drives opportunities from awareness to meaningful uptake.
- 5. Internal Bridging & Cross-Functional Coordination**  
Works smoothly across teams, aligns funder-facing messaging with internal realities, and brings funder insights back into internal planning and execution.

### Required skills

- Senior-level experience in client management, foundation relations, donor stewardship, corporate fundraising, or advisory roles working with foundations or senior executives.
- Exceptional comfort engaging with CEOs, Executive Directors, and senior foundation leaders in 1:1 and group settings.
- Strong written and verbal communication skills.

- Experience working across time zones and international contexts.

Nice to have:

- Experience working within the social impact or philanthropy sector.
- Familiarity with grant management or CRM systems (e.g., Salesforce, Fluxx).
- Experience supporting senior executives or working in high-level coordination roles.
- Experience working across different countries and cultures.

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