



## Interim Director for Partners for a New Economy (maternity cover)

P4NE is seeking a part-time Interim Director for 7 months, to provide cover while our Director is on maternity leave.

### About Partners for a New Economy

Partners for a New Economy (P4NE) is an international donor collaborative of philanthropic foundations, hosted by Swiss Philanthropy Foundation, with the vision of our economy redesigned for nature and all people to flourish. Our website gives more detail on our [grant-making](#) and [field-building](#) activities. Our seven funding Partners are based in Switzerland, Denmark and the United States, and our small team of 5 staff (3.3 FTE) work remotely (currently based in the UK and Switzerland).

### What are we looking for?

Given the short-term nature of the post, we are keen to find someone who can get up to speed quickly. Our ideal candidate would already be working at a senior level, and with people management experience, in the new economy field. Experience of grant-making or working within philanthropy would be a plus. Reporting directly to the P4NE Chair, the Interim Director will work closely with and be accountable to the P4NE Board, who are highly engaged and willing to provide support and guidance.

### Key Responsibilities of the Role:

- Management, strategic guidance, and support for the P4NE staff team, including commissioning external consultants/agencies and attending weekly team meetings online, plus regular 1:1 meetings with individual staff and Board members as required.
- Supporting the Programme Officer in selecting and recommending grants for the board meetings in September and November, and developing a pipeline for early 2024.
- Liaising with existing P4NE funders including on grant renewal and grant reporting, with support from the team. During the course of the contract this will mainly relate to a grant renewal with one of our funders, and a report to another funder.
- Supporting the Field-Building and Strategic Communications co-leads, in particular on the New Economies Festival in September, development of the Funder Bootcamp and progress on the Mission Labs.
- Engaging with potential new donors to P4NE and the wider new economy field, as opportunities arise.



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- Overseeing grant progress reports prepared by the Programme Officer.
- Overall responsibility for board documents and meetings, with significant support from the Assistant to the Director, and in liaison with the Chair.
- Communicating with donors and other stakeholders as needed.

### **Practical Considerations:**

Location:	This role is home-based with some travel required, and can be done from the UK, US, EU or Switzerland. Candidates should be available to be in Rotterdam 12-14 September 2023 for the P4NE Board Meeting and New Economies Festival.
Hours:	It is envisaged that the Interim Director may work on a 0.4 – 0.5 FTE basis, open to negotiation, as other members of the team will be stepping up their responsibilities during this period. Other team members include a Programme Officer (0.8 FTE), Assistant to the Director (0.6 FTE) and 2 Field-Building and Strategic Communications co-leads (0.9 FTE combined).
Compensation:	Circa GBP 95,000 (for annual, full-time role)
Start date:	Ideally mid to late June for a short handover and conclude in January 2024.

### **Application:**

To apply, please send a CV and covering letter (1page maximum), outlining how your skills and experience make you well suited to the role, to:

Fiona Mallin-Robinson [fmallinrobinson@p4ne.org](mailto:fmallinrobinson@p4ne.org) by 6pm CEST on Monday 22<sup>nd</sup> May