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**Job Description**

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| **Job Title** | Development Manager |
| **Salary** | £32,000- 35,000k depending on experience  |
| **Contract** | Full-Time 12-month contract renewable subject to funding |
| **Closing Date** | Midnight Sunday 20th January 2019 |
| **Interviews** | 28th Jan and 4th Feb 2019 |
| **Reports to** | Director |
| **Start date** | March 2019 (negotiable) |

**Purpose of role:**

To support the Director of the Global Initiative to End All Corporal Punishment of Children (GI) in transforming the organisation into a sustainable global NGO through the creation and implementation of robust income generation and business development strategies, which include trust and foundation fundraising, supporter development, partnerships and contracted work.

**Responsibilities:**

1. . Work with the Director of GI to create a development strategy which assures our sustainability and income generation success, and which includes:
* Our goals for income generation over 2019-23 and beyond, and a clear plan of work needed to meet these goals
* A diverse and sustainable income generation plan, which includes identifying and securing income from new trust and foundations, high value donors, corporates and through contracted work and partnership projects
* Developing a robust pipeline of income to assure the long term sustainability of the organisation

2. Lead on identifying and approaching potential donors and supporters, and in making warm and cold applications

3. Lead the work with GI’s advocacy and communication staff (currently a team of 5 staff based in London and South Africa) to develop ambitious, fully costed and fundable projects to present to donors, and which cover our core costs.

4. Write strong and creative proposals to secure financial support for our work either from trusts/foundations, or other sources such as contract opportunities

5. Implement procedures to ensure the accurate monitoring of grant obligations, including developing and recording key performance indicators, in partnership with the team

6. Ensure that regular reporting is conducted in line with the agreed timescales and systems for each grant or income source, and manage our relationship with donors to ensure their ongoing support.

7. Improve and maintain accurate and up to date record of our income generation activity, and provide monitoring and analysis to track progress against targets and to improve our approaches to income generation.

8. Support the Office Manager to prepare quarterly financial reports, and produce reports of progress regarding the delivery of the fundraising strategy and achievements against targets for the Director and the trustees.

9. Be able to act on behalf of the Director, for example in attending meetings with donors and partners.

**Person Specification**

***Essential***

**Experience, skills and abilities**

* Good levels of income generation experience (preferably 3 years or equivalent) including securing six-figure grants for a charitable organisation.
* Experience of developing proven fundraising and business development strategies, including setting and meeting targets
* Experience of working collaboratively with colleagues and developing compelling cases for funding support.
* Experience of building and developing effective donor relationships.
* Ability to communicate effectively face to face, in writing, by email, on the telephone, including public speaking and presentation skills.
* Experience of developing monitoring frameworks, particularly for impact reporting to funders
* Proven organisational skills and an advanced knowledge of Word and Excel software and experience with a database system
* A clear knowledge of financial and budgetary systems.

**Professional capabilities**

* Drive, enthusiasm and determination to deliver against targets.
* Excellent interpersonal skills are required in order to increase support and secure long-term relationships and committed income.
* Methodical approach to a varied and busy workload.

***Desirable***

* Knowledge of developing supporter recruitment strategies
* Willingness to travel internationally if required
* Experience of fundraising for an international, human rights or children’s rights NGO

**Attributes**

* Strongly committed to children’s rights and the objectives of the organisation.
* Embodies GI’s values and demonstrates the highest levels of integrity and ethical behaviour.
* Demonstrates a high level of care and attention to detail; manages resources efficiently and checks work to ensure completeness and accuracy.
* Builds and maintains effective relationships with the team and external colleagues, partners and supporters; values diversity and behaves professionally and appropriately.
* Thinks strategically and is effective at exploring alternatives and positions to reach agreements and solutions that gain support and acceptance.
* Honest and approachable, encourages openness and transparency.

Everyone who works for us is required to undergo a Disclosure and Barring Service (DBS) check.

*The post holder is required to carry out their duties in line with the Global Initiative’s policies, set out in the staff handbook, including in particular those related to child safeguarding and data protection. The responsibilities set out above are not exhaustive, and the post holder may be required to carry out additional duties considered reasonable in light of the overall purpose of the role.*

*December 2018*