

Head of Development Job description and profile

Hours	28 hours per week
Salary	£45,000 per annum + 8% employers' pension contribution pro rata
Location	Based in Think Global's London office, but flexibility for some home working
Reporting	CEO
Management of	Marketing and Communications Manager, impact and insight consultants

Responsibilities

1. Develop the organisation's income generation strategy in consultation with the CEO and Head of Programmes and Partnerships
2. Develop and agree ambitious, challenging goals for income generation; creating, leading and driving through the implementation of plans to achieve them
3. Undertake research on funding prospects; generating creative ideas for approaching donors; identify and approach new prospects
4. Develop and maintain relationships with donors through regular and thorough reporting, and appropriate engagement and communications
5. Complete fundraising applications
6. Complete reports to the CEO and Trustee Board on income generation and Development Team activities
7. Keep high quality database records of financial support and donor contacts
8. Provide leadership to the Development Team, managing the Marketing and Communications Manager, Impact and Insight consultants and others as required

Profile

To be successful, candidates will have the following attributes:

Skills and experience

Demonstrable ability to effectively:

1. Lead and deliver on both high-level strategic and hands-on operational work
2. Raise funds from one or more of the following: trusts and foundations, the public sector, corporates or individuals
3. Communicate verbally and in writing with a wide range of audiences – including communicating persuasively with individuals and groups
4. Prioritise and work well under pressure, delivering on multiple projects with competing deadlines showing excellent time, project and budget management
5. Network, develop and manage internal and external relationships
6. Work with diverse groups of people in a multicultural, team-oriented environment
7. Lead and manage a small team and consultants
8. Be creative, self-motivated, and deliver work required with energy and initiative

Knowledge

Familiarity with:

9. Sustainability and global issues
10. UK not for profit sector and relevant fundraising regulations