

ThinkForward

Development Manager, Corporate Foundations Lead
Job information pack



About ThinkForward

Why we exist

ThinkForward exists to empower young people to create better and brighter futures. We want them to be able to identify, realise and shape their aspirations and be ready to make a successful transition into work. Young people experiencing barriers such as challenging relationships, living in low-income households, or growing up in areas with a lack of access to opportunities can be confronted with hurdles. Without the right support these can lead to high risks of unemployment and long-term effects on their career and life chances.

There are more than 800,000 16-24-year-olds in the UK who aren't at school or college, or don't have a job or training place. Our ambition is to prevent young people becoming one of these statistics. In 2021 we will be supporting more than 1000 young people.

ThinkForward Values

| | |
|---------------|---------------------------------------|
| Integrity | I will do what I say |
| Determined | I will believe in peoples potential |
| Innovative | I will search for creative sollutions |
| Trusted | I will trust my colleagues |
| Collaboration | I will collaborate with others |

ThinkForward

Our Vision

That every young person is empowered to gain the confidence, independence and skills they need for a better and brighter future.

Our Mission

ThinkForward delivers unique, personalised coaching programmes for young people at a key stage in their lives, enabling them to overcome the challenges they face and make a successful transition into work. Every young person takes part in workplace activities to develop their life goals and readiness for work. We raise the voices of our young people and support employers to provide fair access to opportunities.



ThinkForward - Equalities Manifesto

ThinkForward aims to be a place where all can thrive. We will lead from the front by placing equity, diversity and inclusion at the heart of all we do as an employer, in our work with young people and within our sphere of influence. We value creativity, productivity, good decision-making and reputation, and we know that good equity, diversity and inclusion practices will build these.

We are working to create a world where our young people are more likely to thrive, and the absence of uniformity is considered a strength. We want learning and challenging the status quo to be considered progressive and where people's ethnicity, gender, age, sexual orientation, religious beliefs, disabilities, learning abilities or socio-economic origins are not the defining characteristics of their potential for success.



ThinkForward

About our programmes

The **DFN-MoveForward** programme is supported by the DFN Foundation. It operates in schools and colleges in London, Kent and the West Midlands with young people who have mild to moderate learning disabilities with the aim of supporting them into sustainable paid employment.

Coaches provide long-term support to prepare young people for sustainable paid employment. Young people take part in insight visits, work placements and business mentoring to build their experience and develop skills and capabilities. We also work closely with parents to engage them in the opportunities and benefits of the programme.



ThinkForward

About our programmes

The **FutureMe** programme provides five years of personalised coaching and employability activities to get young people ready for the world of work. Coaches build trusted relationships, empowering young people to take control, find solutions to challenges, develop skills and create a positive vision for their future.

Specialised ready for work activities support young people to get familiar with the workplace, become inspired and identify a pathway to their chosen career. We run this programme in 15 schools in north and east London, Nottingham and Kent.



ThinkForward

Development Manager, Corporate Foundations Lead

| | |
|-------------------------------|---|
| Key Relationships (External): | CEO, executive team and business partnership managers, trustees, development committee, senior representatives from corporates, foundations and statutory bodies. |
| Reporting to: | Director of Development & Communications |
| Contract: | Full time, permanent |
| Starting salary: | £35-45,000 dependent on experience |
| Start date: | As soon as possible |
| Location: | ThinkForward head office, Angel, Islington, with flexibility for remote working |



Overview and purpose of the role

The development manager will play a key role in a small development team, working alongside the director of development and communications, two further development managers, leading on statutory funding and trusts and a development officer. The purpose of the role is to play an active part in generating new business as well as account management, through the creation of a strong pipeline of opportunity and high-quality relationship development of future and existing partners.

It is a great opportunity for a proactive individual who wants to apply and develop a range of skills in a dynamic and ambitious team. There will be plenty of exciting project management opportunities which will include working closely with our team of business partnership managers (the team who coordinates world of work and employability activities for young people through volunteering) and developing bids with the delivery team, the chance to influence strategy and lots of room to grow.

The development manager will have an impressive track record building new partnerships and securing high-level funding from corporates and their foundations, working with CSR teams on volunteering and employee engagement. They will embrace challenge and be excited by the prospect of being able to work in a small and entrepreneurial organisation, with the chance to shape ThinkForward's future fundraising and profile.

Core responsibilities

- Working closely with the director, contribute to the development of the organisation's funding plan, which will reflect the organisation's five-year strategy and ambitions to develop more strategic partners, including capability partnering with employers to improve young people's access to employability activities and share best practice on pathways to employment and the creation of entry level jobs.
- Work closely with the development team to build a pipeline of corporate and foundation funding prospects, conducting research to qualify prospects and prioritise approaches. Support the team's development of clear metrics to monitor the pipeline's success and provide timely updates to inform regular financial forecasts and team KPIs.
- Work closely with the development director and delivery team to identify fundable areas for core and project-based funding, where possible prioritising the organisation's core funding needs and longer-term commitments. Ensure the needs of donors are balanced with the needs of the organisation and that a strong return on investment is achieved in the design and delivery of projects and partnerships.
- Manage and develop clear cultivation and solicitation plans for a portfolio of new business prospects and secure a significant proportion of the team's new business target for the 2021/22 financial year (financial year September – August).
- Manage a portfolio of existing funders. Ensure each partnership is managed carefully with the delivery team and other internal stakeholders. Take a pro-active approach to securing renewals and scaling-up existing funding.

Core responsibilities

- Lead on the management of corporate engagement opportunities through volunteering, coordinating on a needs basis with the business partnership managers (the team who coordinates world of work and employability activities for young people through volunteering) .
- Input information to a donor reporting calendar, working closely to identify common reporting needs with the team so that reporting can be streamlined, delivered on time and to a high quality.
- Develop a strong knowledge of the organisation's impact, working with the impact team to understand data and analyse it. Use this to create a strong narrative for funders so that they can easily understand how ThinkForward's programmes are making a difference to young people's lives.
- Write high quality funding applications, donor communications, project reports, briefing documents and donor updates to support excellent stewardship.
- Working closely with the rest of the development and communications team, take a lead on designing new and engaging cultivation and stewardship opportunities for prospective and existing corporates.
- Provide financial management for partners, including developing and managing budgets and ensure prompt completion of finance data for the team's cycle of quarterly income forecasting.
- Support the implementation of effective fundraising processes and systems, including maintaining all prospect and donor information on ThinkForward's relationship management system CiviCRM.
- Network to stay ahead of the latest trends and developments in fundraising. Use this knowledge to proactively contribute towards the team and organisation's strategy and longer-term ambitions.

Person specification

- A proven track record of success raising funds from corporates and foundations min £50k+ and multi-year.
- Minimum of three years in a similar fundraising role.
- Creative thinker who can identify needs and spot opportunities for business development.
- Strong project management skills to bring relevant internal stakeholders together to create fundable projects and scope out financial and operational requirements.
- Ability to develop detailed knowledge of ThinkForward's work and impact.
- Strong relationship development and management skills to grow and retain funding.
- Networking and influencing skills.
- Strong written and communication skills with excellent attention to detail.
- Excellent interpersonal skills and presentation skills.
- Ability to manage competing priorities and tasks.
- Willingness to support with other team's projects including volunteering from time to time.

Person specification

In order to succeed in the role, you will also have the following competencies:

- Creative and innovative mindset and confidence to challenge the status quo
- Strategic thinking and strong judgment.
- Proactive and driven.
- Solutions focused.
- Confidence to lead work with senior stakeholders and step in to support the director and CEO from time to time.
- Affinity to ThinkForward's work

This is a description of the role as it is presently constituted. It is the practice of ThinkForward to examine job descriptions from time to time and to update as necessary to ensure they relate to the role being performed, or to incorporate whatever changes are being proposed in line with our requirements. Any changes would be made following discussion with you.

Important information

Benefits

- 4.5% employer pension contributions
- 25 days annual leave with additional office closure days at Christmas
- Two paid volunteer days
- Training opportunities
- Employee Assistance Programme
- Employee discounts and rewards scheme
- Semi-flexible working
- ThinkForward is committed to the professional development of its staff

To apply please submit your CV and a cover letter to jobs@thinkforward.org.uk by 5pm on Friday 25th February

Your cover letter should outline your suitability for the role as described in the person specification.

Important information

ThinkForward is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and post holders to share this commitment.

ThinkForward is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

As a registered Disability Confident employer, ThinkForward has an accessible recruitment process. We offer interviews to all applicants who meet the job requirements and who declare themselves as having a disability. If you need support, such as materials in larger print, dyslexic-friendly fonts or adjustments for yourself or your PA for the interview, please contact jobs@thinkforward.org.uk and we will ensure you have what you require to successfully complete this process.



ThinkForward

337 City Road, London EC1V 1LJ
020 3559 8390

info@thinkforward.org.uk
www.thinkforward.org.uk

Twitter: thinkforwardUK
LinkedIn: thinkforward-uk

ThinkForward is a
charity registered with
the Charity Commission.
Registration number
1152862.