

Job Title: Development Manager
Salary: Up to £40k dependant on experience
Contract: Full-time (37.5 hours, 5 days per week)
Location: Hybrid, with travel to the London office and other venues as required
Reporting to: Head of Fundraising

Key relationships:

Internal: Development team, Delivery teams, ThinkForward central team, ThinkForward beneficiaries, Impact Analyst and Communications Co-ordinator.

External: Current and prospective funders, individual donors, volunteers and challenge event participants

Overview and purpose of role

ThinkForward has a strategic goal to increase our income to £4m by the end of 2025. To achieve this we are investing in our development team, which includes a new Development Manager role.

This person will lead on implementing the priority actions within our development strategy linked to corporate funders and individual giving. In addition, you will be expected to support the team across the wider delivery of the strategy, providing more capacity for other identified income generation objectives as and when required.

Core responsibilities:

- To lead on corporate fundraising including corporate trust/foundation pipeline research and applications, in addition to securing corporate donations from our employer partners
- To lead on individual giving activities, including corporate employee fundraising and major donors (co-ordinating campaigns, events and ensuring proper stewardship)
- To support the CEO and other senior colleagues in the stewardship of strategic corporate partnerships and pitching to new funders
- Provide support and co-ordination to the Head of Business Partnerships and wider Business Partnership Management team in promoting corporate and employee fundraising to our business partners
- To co-ordinate events for corporate partners including challenge and thank you events
- To provide extra capacity within the team to complete funder reports, ensuring we deliver on funder requirements
- To provide extra capacity within the team to work on multiple application deadlines in order to achieve our overall growth targets , including contracted and commissioned services

Person specification

Qualifications, skills and abilities

- Keen interest in ThinkForward's area of work and the challenges facing young people. (e)
- Experience of either corporate fundraising or individual giving (d), with broader general fundraising/income generation skills (e)
- Exceptional interpersonal and networking skills with proven ability to develop relationships (e)
- Ability to develop and steward relationships with a wide range of donors and funders(e)
- A proven track record of writing successful funding bids and funder reports (e)
- Strong writing skills (bids and report writing), with the ability to tailor the style of communications to different audiences and occasions (e)
- Good research skills and the ability to analyse and synthesise data quickly (d)
- Experience of using a CRM system (ideally Salesforce) or other databases. (d)
- The ability to work effectively with people from all backgrounds (e)
- Strong organisation and time management skills, with the ability to work well under pressure and meet deadlines. (e)
- An ability to build effective and trusting relationships with internal and external stakeholders. (d)
- Understanding of corporate social responsibility from a business perspective. (d)
- Uses own initiative and can work well unsupervised and when working remotely. (e)
- Good knowledge of Microsoft Word, Excel and PowerPoint. (e)
- Resilient, proactive, solution-focused and able to contribute positively to team dynamics

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.