

Development Manager (Fundraising)

Reporting to: Head of Development

Liaison with: All members of staff, Development Board, Trustees, external stakeholders

Contract period: Permanent, 35 hours Monday - Friday

Usual working hours: 9.30am – 5.30pm. Some out-of-hours, evening and occasional weekend working.

Location: The normal place of work is South Kensington, London however the post is expected to be home working in the shorter term due to the current situation.

Salary: Circa £40,000 depending on experience

British Exploring Society

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can transform lives, empowering and equipping young people with the courage, integrity, skills, resilience and motivation to make the most of their future.

We prepare young people for expeditions to remote locations where they face challenges, acquire outdoor skills, and learn about themselves - as well as undertaking projects with content relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life. More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

Job Purpose

To join our Development Team in securing and stewarding 5 and 6 figure donations to enable the continued growth of reach and impact of British Exploring Society in line with our charitable Mission and Vision.

Introduction

British Exploring Society has a strong organisational mission and vision and an ambitious plan for its future. Our fundraising strategy has 3 key established income streams; Individual donors, Trusts and Foundations, and Corporate. We have a strong core Development team (Head of Development, 1 Trusts Fundraiser, 1 part time Development Manager and a Fundraising Officer) and an experienced, highly committed Development Board led by an outstanding Chair. We have excellent relationships with our wider community and with our existing supporters. We wish to grow our prospect pipeline and diversify our donor base with greater focus on programme and organisational development, and transformational and strategic funding (including multi-year funding).

The role in detail

Suitable for an experienced, energetic, creative, collaborative and ambitious major donor fundraiser with excellent relationship management skills across a particularly diverse stakeholder community.

Our Development Manager will work closely with the Head of Development to grow our prospect pipeline and grow our fundraised income according to our strategic priorities from the 3 income streams. They will also help shape our strategy, tactics and targets in fundraising as we move forward. The postholder will work with the CEO and with other members of the executive team and Development Board on a regular basis.

Job Description

Main responsibilities and accountabilities, to include but not necessarily limited to:

- Producing high quality engaging and effective proposals and applications to secure in-year and multi-year income in line with our organisational strategy and in keeping with our objectives, brand, and core values.
- Working with the Head of Development, achieving income growth targets by conducting in-depth prospect research to engage potential new and repeat major donor funding leads.
- Working with the Head of Development, supporting the work of our high performing Development Board in the delivery of well-targeted and effective engagement and fundraising events.
- In all areas of work, building positive and open relationships with key individuals (donors, individual prospects, Trust board members/administrators etc.) to achieve clearly identified cultivation goals.

Financial and other targets

- Apply to a range of individual prospects, Trust board members/ administrators etc. with the potential to give five and six figure donations.
- Secure multi-year donations, as well as one-off gifts to agreed targets.
- Meet or exceed income targets for both restricted and unrestricted income as agreed.
- Maintain and manage records that relate to donor relationships and provide financial reports and other management information on a timely basis (using our Podio database) to donors, CEO and trustees as required.
- Manage the development of the prospect pipeline in line with agreed targets.

Administration and best practice

- Manage up to date and precise records with absolute discretion and according to our Data Protection and Privacy Policies.
- Keep up to date with relevant UK legislation, policies and best practice in relation to fund-raising and charitable giving.

General

- Proactively contribute to the Fundraising Strategy, tactics and planning.
- Present at board and development meetings as and when required.
- Contribute to any updating of policies and procedures as required.
- Following full induction, participate in the team rota as a Duty Officer during periods when the Society is running 24-hour support service for our expeditions.
- Undertake any other reasonable duties according to the needs of our small fundraising team.

Crisis and Incident Management

- To be on call as a Duty officer during operational periods as part of a duty rota providing 24/7 support to expedition teams

Experience and skills

Relationships and communications

- Excellent communication skills, with the ability to communicate with people from diverse backgrounds using appropriate language and media.
- Experience of building successful relationships with senior managers and teams to plan and develop the strongest proposals.
- Solid, varied experience of working with a range of major donor relationships across multiple income streams (including Individual donors and Trusts).
- A proven ability to influence and negotiate.

Development/sector skills

- Demonstrable track record of personally securing funding from individual donors and Trusts of at least £250,000+ per annum.
- Demonstrable success in writing successful funding proposals and applications to Trusts and Individual donors (including managing multiple applications simultaneously) and effective reporting on income in line with grant agreements.
- Direct experience of developing and managing a high-level donor file, including acquisition, retention, and development.
- Understanding of sector best practice and relevant fundraising/charity legislation.

Reporting, organisation and accountability

- Strong numerical skills, including an understanding of and ability to work with budgets and targets and income forecasting.
- Experience managing, meeting, and exceeding a range of appropriate financial and other targets.
- Proven experience of devising application budgets and project plans and reporting against them.
- Strong organisational skills and able to work under own initiative.
- Effective IT skills across a wide range of common applications including Excel, Google and Word.

Behaviours

- An open, collaborative, engaging style, capable of building strong relationships internally and externally.
- Excellent time-management and the ability to self-start.
- Adaptable, positive team player who responds well to challenge and feedback and opportunities, with an ability to work under pressure and prioritise workload.
- Ability to demonstrate an understanding and commitment to youth development and of the impact of disadvantage.

Working practices

Normal working hours are Monday – Friday 9.30 – 5.30 although evening and weekend working is expected as part of this role, including ‘on call’ duties.

Full-time staff are entitled to 23 days holiday per holiday year in addition to normal English Bank and Public Holidays.

This role is dependent on satisfactory receipt of references and an enhanced DBS check.

Equal Opportunities

British Exploring Society is committed to equal opportunity and to building an executive and volunteer team that together represent a diverse variety of backgrounds, skills and perspectives on the world. The more inclusive we are, the better we think we’ll be at delivering our charitable aims.

What happens next?

Please send an up-to-date employment CV with contact details and a cover letter of no more than 2 sides of A4 explaining your suitability for the role against this job description to:

olivia@britishexploring.org

In your application, please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process. Thank you.

Closing date and time for receipt of applications is 9am Monday 15th February 2021.

Shortlisted candidates will be invited to interviews to be held the following week, on Zoom on Monday 22nd and Thursday 23rd February 2021.

In your application, please let us know if you have an accessibility requirement or if you need us to make any adjustments to the interview process. Thank you.

We regret that only shortlisted applicants will be contacted.

Thank you for your interest in this role.