

Job Title:	Business Development Manager
Location:	Farringdon, London
Reports to:	Head of Business Development
Budget responsibility:	None
Line management responsibility:	None
Child Safeguarding Level: <i>(GAO based positions only)</i>	Level 1 This post has been classified to be a Level 1 position. A Disclosure and Barring Service (DBS) basic check or equivalent overseas police check will be obtained for employees at this level prior to their Start Date. As the post is not covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974, any spent criminal convictions will not be considered when considering suitability for the role.

Background

The Humanitarian Leadership Academy is a team within Save the Children UK's Humanitarian Department whose mission is to enable people around the world to prepare for and respond to crises in their own countries.

The Academy works to address the critical need for better quality, more relevant humanitarian learning and knowledge that is accessible to all those who need it. The Academy works with a wide range of partners, drawing on the knowledge, expertise and resources of a range of sectors to demonstrate how collaboration can ensure the best solutions are found for those most in need. Our aim is to ensure that communities are prepared in advance with the knowledge and skills they need to respond quickly and effectively to a humanitarian situation. We want to build the resilience of communities and businesses, ultimately limiting loss of life and mitigating the devastating impact of disasters and conflict.

The Academy, previously a charitable subsidiary, has now merged with Save the Children UK (SCUK), which provides core service support and some fundraising support to the Academy.

Job Purpose

We are looking for someone to support our traditional fundraising income streams for the Academy. This individual will manage the Academy's portfolio globally, working closely with the Head of Business Development, Director of External Relations and colleagues across the Save the Children UK.

This role will be responsible for proactively identifying relevant funding opportunities with institutions, philanthropists, trusts & foundations, and working with stakeholders to pursue these where relevant and appropriate. S/he will subsequently be responsible for account managing donors, ensuring expectations and reporting requirements are met.

The individual will be part of the Academy's External Relations team who are responsible for ensuring that the Academy's profile and credibility is grown and maintained, and that the Academy remains relevant to local actors and within the wider global context. This is achieved through the brand, communications channels, strategic stakeholder engagement, income generation and the development of global partnerships. The team also works closely with the Academy's network of partners in to support engagement at the local, national and regional levels.

Key Accountabilities

- Working with the Save the Children movement, proactively identify opportunities for the Academy to access funding through institutions, philanthropists, trusts & foundations including, but not limited to:
 - Developing a solid pipeline of prospects
 - Work with relevant internal stakeholders to engage prospective donors, and build relationships and interest in the Academy's offer
 - Assessing the strategic and monetary value of each opportunity and making a recommendation to the Head of Strategic Engagement on how to proceed
 - Liaising with key stakeholders to co-ordinate input into concept notes and proposals
 - Managing the process of contracting when partnerships are confirmed
 - Supporting the Academy network to understand and meet donor requirements,
- Work with key Save the Children UK fundraising contacts, raising the profile of the Academy's fundraising offer, sharing relevant information and updates, and developing a shared pipeline of prospects
- Account manage donors ensuring that expectations are met and if possible exceeded, opportunities for engagement are maximised, information provided is up-to-date and relevant and the potential to further develop the relationship is explored
- Manage all elements of donor reporting, liaising with stakeholders as required to gather the relevant information, leading the sign-off process and sharing relevant donor feedback
- Lead co-ordination between Save the Children
- Provide advice and quality assurance to individuals across the Network responsible for donor reporting.
- Primary liaison with the SCUK awards contact for the Academy portfolio to ensure that there is a mutually positive and constructive engagement between the Academy and Save the Children colleagues, including drawing on the strong strategic expertise and support available from Save the Children on donor relationships and compliance.
- Ensure at all stages of the award cycle that the control framework of the funding is consistent with the situation, and that necessary risks are taken knowingly with appropriate mitigating actions, advising the Senior Leadership Team where risks are increasing and/or additional mitigating activity is required
- Accountable to ensure donor requirements are understood, and complete audit trails are in place for the implementation and reporting for all awards.
- Maintain award information on our CRM system ensuring accurate information records are maintained.

The post holder will be expected to undertake other duties as may reasonably be required to meet the changing needs of the business.

The post holder may be required to travel up to a maximum of 15%.

Requirements

Minimum:

- Significant experience producing high value fundraising proposals
- Experience in assessing complex technical information and translating it into coherent and compelling funding opportunities

- Demonstrable success in account managing complex relationships with institutional donors/philanthropists/trusts & foundations
- Proven ability to co-ordinate cross-organisational activities, securing support from a broad range of stakeholders
- Experience of working with complex, multi-donor budgets and financial reports, and analysing and commenting on variances between actual and budgeted expenditure
- Strong financial, analytical and problem-solving skills
- The post holder will require a precise attention to detail whilst at the same time responding to a wide range of queries
- Strong understanding of the award management cycle, proposal submission best practices, and budget and report preparation

Preferred:

- Experience working with Finance management systems.
- Knowledge of and/or previous experience working in the aid sector
- Second language may be beneficial

Personal Skills:

- Strong team skills and the ability to develop and maintain effective working relationships at all levels; both within and outside the team
- Strong influencing skills, including the ability to challenge and negotiate assertively and cooperatively
- Excellent verbal and written communication skills with the ability to explain complex issues to both staff and peers
- Self-motivated with the ability to manage a complex and varied workload, to work effectively under pressure to organise and prioritise work for yourself and others to ensure departmental deadlines are met
- Good attention to detail and analytical skills
- Entrepreneurial approach with confidence and intellect to challenge conventional thinking and ways of working
- Substantial levels of personal resilience to operate in highly complex and unstructured environment
- Experience of establishing strong working relationships with colleagues from different functions and cultures.
- An energetic, flexible and proactive approach with the ability to work both independently and cooperatively within a team setting.