

<b>Job Title:</b>	<b>Head of Business Development</b>
<b>Location:</b>	Farringdon, London <i>Up to 15% travel internationally</i>
<b>Reports to:</b>	Global External Relations Director
<b>Grade:</b>	2
<b>Budget responsibility:</b>	Nil
<b>Line management responsibility:</b>	Yes
<b>Child Safeguarding Level:</b> <i>(GAO based positions only)</i>	<b>Level 1</b>  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.

However, significant income generation efforts are required to ensure that the Academy can continue to offer high quality learning opportunities to the sector, both through trading income and through institutional donors, trusts, foundations, philanthropists and private sector organisations.

## Job Purpose

### The role

The post holder will be responsible for leading all business development and associated strategic engagement on behalf of the Academy. S/he will lead of team of experienced staff in accessing and maximising funding and trading opportunities, both large and small.

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.

We're looking for someone who can bring solid fundraising experience, combined with future-facing ideas about how to increase income generated through trading to a variety of audiences.

### **Responsibilities include:**

#### Income Generation (80%)

- Lead on the implementation of the Academy's Funding Strategy, overseeing all elements of resource income generation across the Network including, but not limited to fundraising, trading (through the Academy's enterprise arm) and gift-in-kind, ultimately achieving our ambitious targets
- Oversee the account management of all donors (including customers of our B2B offer), ensuring that expectations are exceeded and all engagement opportunities maximised.
- Maintain a team of experienced high-performing individuals to support with the delivery of the Academy Funding Strategy and the subsequent account management of relevant partners.
- Establish and lead a coordinating function to:
  - Meet our ambitious targets
  - Implement funding processes and systems to continuously improve efficiency
  - Create a central bank of intelligence on all leads and potential prospects
  - Ensure that all funding opportunities are shared and appropriately assessed by the relevant stakeholders before they are progressed
  - Ensure that relationships are transitioned to the relevant team/individual for delivery once secured
- Line manage the Strategic Partnerships Advisor responsible for maximising engagement and trading opportunities with humanitarian/development organisations: providing strategic input, attending meetings, reviewing documentation and leading management of relationships as required.
- Line manage the Development Manager responsible for leading on broader fundraising activities, account management and reporting: providing strategic input, supporting stewardship opportunities, reviewing reports and leading the management of relationships as required.
- Lead on exploring innovative methods of fundraising, securing external specialist support as required.
- Lead on the implementation of a go to market strategy, ensuring that income generated through B2B trading continues to increase, and that our products and services are seen by more people.
- Escalation point for the Save the Children UK (SCUK) Senior Award Manager, striving to achieve and maintain a positive, open, honest and mutually beneficial relationship.
- Lead on the development of relationships across the Save the Children movement to raise the profile of the Academy and generate interest in jointly accessing funding

#### Team Management and Support (20%)

- Manage a team providing the relevant strategic input, support, challenge and guidance.
- Deputise for the Global External Relations Director as required.
- Lead on the development and delivery of all planning and budgeting required from the Business Development team.

## Requirements

### Minimum:

- Experience of leading a fundraising and/or social enterprise function with ambitious financial targets
- A proven track record of setting, delivering and tracking strategic direction that supports financial decision-making
- Demonstrable success and expertise in managing complex relationships with a variety of stakeholders from different sectors
- Previous experience producing high value fundraising proposals and securing significant donations (£500K +) from major donors, charitable trusts and foundations and/or corporates
- Proven ability to produce high quality communications to engage stakeholders, partners and donors
- Ability to manage financial information relating to project budgets, query inaccuracies and present this information in an understandable and appropriate way.
- Significant experience of influencing and negotiating with senior stakeholders
- Experience of team management, motivating and developing others in a leadership position

### Preferred:

- Financial and business modelling experience.
- Experience in progressive revenue generating initiatives and funding strategies that demonstrate an ability to think outside the box
- Competence in a second language may be beneficial.
- Experience working in the humanitarian or development sector

### Personal attributes:

- Proven leadership skills; empowering and motivating
- Established communicator, impulsive networker and constantly collaborative in approach
- Highly accurate with a strong attention to detail when handling information
- Strong decision-maker with the ability to review complex and potentially conflicting information sets, and make a clear recommendation
- Entrepreneurial approach with confidence and intellect to challenge conventional thinking and ways of working
- Ability to quickly understand and present complex information in a clear and simple manner
- Substantial levels of personal resilience to operate in highly complex and unstructured environment
- Highly output orientated