

Business Development Manager

Recruitment Pack

May 2019

londoncf.org.uk

About us

We're passionate about London, its people, its communities and its vitality. But we also know it's a place that can exclude and marginalise. We want to improve the lives of the most disadvantaged and build a stronger and more vibrant London for everyone.

We believe grassroots organisations hold the key. Charities, social enterprises and groups that spring from the communities they serve often have a deep understanding of where and how help is needed the most. Many are set up or run by people who have specialist knowledge from years of living within those communities. They know what works, how to gain trust, meet local needs and build lasting relationships.

But while there's a lot to gain from grassroots beginnings, community groups can struggle to keep going. Often surviving on the passion of dedicated volunteers, it can be hard to find the time, resources and support they need to grow opportunities. We're here to harness ideas and talents in the community to tackle deep-rooted problems.

We do this by advising and directing philanthropists, companies, trusts and public bodies to target investment towards projects that are changing Londoners lives. And we help the people who run them find the funding they need. We spot bright ideas that make a big impact, so we can confidently invest in work that's truly effective.

We also help small, grassroots organisations grow. Whether it's advising on sustainability or streamlining the way they work, we believe in sharing our pan-London knowledge to help people improve projects so they have greater impact.

You can find our more information about what we do, how we do it, and our team on our website, londoncf.org.uk.

londoncf.org.uk

Job specification

The London Community Foundation is seeking a new member to join its team. We're looking for a dynamic, proactive and results-driven individual with experience in income generation (commercial or philanthropic fundraising), corporate social responsibility or wealth management background to join us on a permanent basis as a Business Development Manager. You'll have a passion for social impact through demonstrable business development skills and a track record of success.

For full details of the vacancy, read on through this pack, and if you have any questions or would like to apply, get in touch at jointheteam@londoncf.org.uk

Role Name:	Business Development Manager
Reports to:	Director of Business Development and Communications
Role Purpose:	<p>To maximise income for LCF, by nurturing existing relationships and proactively securing and developing opportunities to bring in new income.</p> <p>To lead on thanking the Foundation's supporters, engaging with them and bringing them closer to our cause.</p> <p>To harness LCF's data and insights to devise funding proposals, enabling us to achieve greater social impact across London.</p>
Contract:	Full time (35 hours per week, 9-5 Monday to Friday), permanent (subject to satisfactory probation period)
Salary Range:	Up to £35,000 per annum
Other key benefits:	Defined contribution pension, with employer contributions doubling the employee's up to 10%; 25 days annual leave (plus bank holidays); season ticket loans; childcare vouchers
Application Deadline:	Midnight on Monday 20th May 2019
Planned interview date(s):	30 May 2019

Key Deliverables:

Income Generation and Supporter Cultivation:

- Raise income against agreed targets and secure multi-year commitments from new donors and supporters (corporate, individuals and public sector).
- Lead on developing funding proposals for new and existing donors.
- Contribute to supporting LCF's high value donor base.

- Contribute to developing LCF's opportunities pipeline across its supporter base and conversion success.
- Support LCF's development of its supporter base through effective research, data analysis and reporting.
- Proactively contribute to LCF's product development to drive new donors to support London's grassroots sector.
- Work proactively with the Programmes team to develop cases for support, new fund and programme ideas and negotiate with supporters.
- Maintain meticulous records of donor relationships, prospects and donations on our CRM database.
- Contribute to LCF's intelligence, segmentation and routes to market knowledge across its donor portfolio
- Lead on implementing process improvements designed to improve the way we bank and thank donations.
- Lead on developing the Foundation's case for support and appeal materials.
- Work with the Communications Team to produce targeted materials showcasing the benefits of working with the Foundation, aimed at wealth advisors and other key audiences.

Donor Engagement:

- Lead on maintaining donor engagement and communication cycle with the Communications Team
- Lead on maintaining donor records, thanking and proactively planning for opportunities to engage across the annual cycle
- Support the Programmes Team to engage existing donors and maximise opportunities to extend and grow their support.
- Lead on developing the Foundation's challenge events portfolio.
- Develop knowledgeable about the issues affecting London, articulately conveying greatest needs in fundraising proposals and pitch meetings.
- Develop and share insights with key audiences to support the development of our work.
- Nurture relationships with our donors to enable the retention, renewal and growth of funds.

External Networks:

- Challenge and contribute to the overall performance and impact of LCF.
- Represent the Foundation externally.
- Help increase the profile of the Foundation as a hub for community giving, philanthropy, and as a supportive, approachable and responsive funder.

About you

You will be a dynamic, enthusiastic person with a commitment to supporting communities across London. Your experience and successful income generation track record will have taught you how to build strong relationships and spot new opportunities for business development. You'll thrive on a deadline and be able to put pitches and proposals for new business together which are responsive to the needs and interests of our prospects.

A thorough understanding of the social sector is important, but experience of working for a grant funder is not essential. You may come from the social, corporate sector, for example corporate social responsibility, or wealth management.

What's important to us is that you are commercially astute and organised, with an ability to manage multiple priorities. You'll be comfortable with the balance of administration and creativity that we all have in our roles. You'll bring first class writing and presentation skills as well as an inherent ability and skills to understand your audience.

You will be intellectually curious, with a desire to develop your understanding about how communities are tackling a range of social issues – from the integration of refugees and asylum seekers, through to improving the environment or reducing crime. You will be able to distill this knowledge into valuable insight that will be shared with others, in particular potential supporters to our cause.

Finally, you will be someone who thrives in a supportive environment that encourages you to take on new challenges, learn and improve. Your ambition will match ours – to see a strong and vibrant London for everyone.

Person Specification

- Proven track record of income generation from generation to execution.
- Demonstrable experience of working in, wealth management, corporate social responsibility or fundraising.
- A supporter-first ethos. Flexibility to adapt to the needs of supporters and partners.
- Demonstrable first-class relationship management skills across a range of stakeholders,
- Strong communication and presentation skills, both verbal and written – with the ability to adapt to different audiences.
- Highly motivated and commercially astute, with an understanding of budgeting, financial accountability and reporting.
- Financially literate with an ability to understand financial data.
- An understanding of London's commercial and philanthropic landscape, including trends in Corporate Social Responsibility.

- Experience of managing multiple projects at the same time.
- Ability to make consistent decisions, show maturity and strength of character.
- Ability to process information accurately, write succinct reports and work to deadlines.
- A demonstrable and palpable interest in London's civil society.
- Microsoft Word, PowerPoint and Excel proficient.
- Proficiency with IT and computer-based information systems, including CRM systems (knowledge of Salesforce an advantage).
- Self-starter and team player.
- Can-do attitude and open-minded approach to ways of working.

How to apply

Please send your CV and a covering letter of no longer than 2 pages outlining your suitability for the role by midnight on Monday 20th May 2019 to

jointheteam@londoncf.org.uk.

Selection process

Applications will be reviewed against the criteria set out in this recruitment pack, with the candidates with the best applications invited to interview. The planned interview date is set out at the start of this pack.

The interview will contain a mixture of values and competency-based questions designed to test both your ability to fulfil the role, and your commitment to the aims and values of the London Community Foundation. If there are any additional requirements for the interview, you will be notified at the point at which you're invited to attend. For some roles, there may be additional interview stages, and we'll let you know if that's the case.

Unfortunately, we will be unable to provide feedback on applications from unsuccessful candidates, but we will try to provide at least general feedback to candidates who are shortlisted for interview. We reserve the right to close the vacancy early depending on the volume of applications, so please apply as soon as possible.

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