

# Business Development Manager



**Full time, 35h/week**

**Salary: £19,747/year**

**Place of work: Cluny Hill, Forres and/or hybrid working**

*The Findhorn Foundation, an internationally renowned centre for spiritual development in northern Scotland, is inviting applications for a key role in our Philanthropy Team. The role has tremendous scope to further the Foundation's mission, its organisational capabilities and to make a difference in the world, by raising the income that we require to fund our work.*

This is a special opportunity for someone looking to make an impact within a spiritually oriented, mission-driven work environment. Reporting to the Head of Philanthropy, you will contribute fully to the development and delivery of the Foundation's fundraising strategy and initiatives.

## **PURPOSE OF THE ROLE**

Maximise restricted income from trusts, foundations and governments, in line with the Findhorn Foundation's charitable purpose of transformative education.

## **RESPONSIBILITIES**

### **1. Grow and manage a restricted income portfolio, producing regular progress reports for the Head of Philanthropy (35% of time)**

- Develop a restricted income strategy and annual plans.
- Identify and build open, transparent and trusting relations with a range of restricted income donors that may fund the Findhorn Foundation's work – trusts, foundations, and institutional (national and local government), as appropriate.
- Monitor and track the progress of identified funding opportunities, ensuring respective managers and leaders are alerted to opportunities and relevant teams are mobilised to deliver high quality bids.
- Develop and maintain a project pipeline, ensuring that all confirmed, anticipated and speculative data is accurate.
- Ensure that feedback and learning from project bids – successful and unsuccessful – is shared across the organisation and informs future project design.

### **2. Lead the preparation and submission of the Foundation's restricted income proposals/bids (35% of time)**

- Lead all aspects of the proposal development process, collaborating with the relevant teams (such as Education, Assets, Human Resources and Finance) when responding to identified opportunities.
- Provide guidance and advice to project development teams, establishing and managing deadlines as appropriate.
- Manage sub-contractor contributions to the proposal development process as required.
- Propose and make the case for process improvements that will strengthen the Findhorn Foundation's restricted income performance.

### **3. Support managers, members of the leadership team and partner organisations to engage with restricted income donors (10% of time)**

- Support managers, members of the leadership team and partner organisations to learn about the requirements of high priority restricted income donors.
- Accompany and support managers, members of the leadership team and partner organisations to represent the Findhorn Foundation to donors effectively.
- Integrate donor feedback into the Findhorn Foundation annual work plans.

### **4. Train and mentor Findhorn Foundation staff in proposal/bid development, contract compliance and donor reporting (20% of time)**

- Provide clear and concise guidance:
  - Throughout each proposal development process for staff, managers, members of the leadership team and partner organisations.
  - On donor reporting and compliance requirements for project delivery teams, following each successful application.
- Develop and implement training for staff, managers, members of the leadership team and partner organisations in good proposal development and donor management practice.
- Provide ongoing donor/contract management mentoring and support through all stages of the project cycle.
- Until such a time that the training and mentoring produces robust donor reporting systems and processes, ensure that our reporting to trusts, foundations and government agencies is effective and timely.

## **PASTORAL RESPONSIBILITIES**

The role includes responsibility to embody the Foundation's spiritual principles as an example for others:

- Maintain awareness of the Foundation's spiritual principles and of your own spiritual life while engaging in your life and work within the Foundation.
- Share your experience of living in the Findhorn Foundation transformative learning centre with fellow coworkers, community members, programme participants and our donors.
- Offer guidance, care for others' spiritual wellbeing and support their spiritual enquiry, commensurate with your own experience.
- Use and lead others in the Foundation's practices of attunement, meditation, sharing and celebration.

## **REQUIREMENTS**

- 3-5 years proven business development experience.
- Experience of engaging with senior staff from the spiritual community.
- Experience of delivering and exceeding targets.
- Educated to degree level.
- Excellent public speaking skills, with the ability to deliver presentations to a wide range of audiences.
- Experience of Customer Relationship Management Software

**Location:** Cluny Hill, Forres (with frequent visits to The Park, Findhorn)

**Salary:** £19,747 per year

**To apply:** Please send your CV and cover letter of no more than 2 pages indicating how you fit the requirements, to [hr@findhorn.org](mailto:hr@findhorn.org). **Closing date:** 9am, Monday 6th June 2022.