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. **Closing date:** 9am, Monday 6th June 2022.