

ROLE PROFILE

Details:			
Job Title	Business Development Manager		
Department	Philanthropy	Base Location	Cluny Hill, Forres or hybrid working
Reporting to	Head of Philanthropy	Contracted Hours	37.5 p.wk
Accountable For	Philanthropy Team	Salary Band	UNDER REVIEW

Overall Job Purpose
To maximise restricted income from trusts, foundations and governments, in line with the Findhorn Foundation's charitable purpose of transformative education.

Key Responsibilities
<p>Grow and manage a restricted income portfolio, producing regular progress reports for the Head of Philanthropy (35% of time)</p> <ul style="list-style-type: none"> ● 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. <p>Lead the preparation and submission of the Foundation's restricted income proposals/bids (35% of time)</p> <ul style="list-style-type: none"> ● 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.

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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

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.

Key Relationships

- To work closely with the Head of Philanthropy, as well as with the other Stewards/line managers and Trustees.
- Work collaboratively with peers across the FF to ensure effective ways of working and to share knowledge, skills, resources and networks.
- In collaboration with other members of the Philanthropy department and wider FF leadership, develop and maintain effective external relationships which will support the strategic vision and development of the FF
- Managing contact with external contractors and advisers, as may be required.

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 co-workers, community members, programme participants and our donors.

- Offer guidance, care for others' spiritual wellbeing and support their spiritual enquiry, commensurate with your own experience.

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- Use and lead others in the Foundation’s practices of attunement, meditation, sharing and celebration.

General Duties Applicable to All Co-Workers

- To undertake all duties and responsibilities in accordance with Foundation policies, including Equal Opportunities; Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person
- To fully embrace the Findhorn Foundation’s spiritual beliefs and purpose, sharing your experiences with others.
- To take full responsibility for your personal professional development and training
- To participate in the Foundation’s Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the Foundation and Departmental Strategic Plans
- To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other premises

It is the practice of the Foundation to periodically examine co-worker’s job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager, in conjunction with HR, with the co-workers working directly to the manager. You are expected to participate fully in such discussion and, in connection with them, to review and your job description to bring it up to date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Foundation’s aim to reach agreement on reasonable changes, but if agreement is not possible the Foundation reserves the right to insist on changes to your job description after consultation with you.

Signed _____ Date _____

Post Holder

Signed _____ Date _____

Line Manager

PERSON SPECIFICATION

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Department	Philanthropy

Knowledge & Skills <i>(What does the role holder need to know and do)</i>	Desirable (D)/ Essential (E)	Assessment Methods (A/QA/I/T)
Knowledge and experience of Customer Relationship Management Software	E	A; I
Knowledge of fund-raising strategies and initiatives	E	A; I
Knowledge of Project Management	E	A; I
Working at high levels of accuracy	E	A; I
Qualifications <i>(What formal qualifications are required for the role?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)
Degree level qualification	E	A; I; QA
Relevant qualification in Business Development/Project Management	D	A; I; QA
Experience <i>(What experience does the role holder need to have?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)
3-5 years proven business development experience.	E	A; I
Experience of delivering and exceeding targets.	E	A; I
Excellent public speaking skills, with the ability to deliver presentations to a wide range of audiences.	E	A; I; T
Experience of Influencing and negotiating (at all levels)	E	A; I
Project management experience – ability to ensure tasks are delivered at the right quality, on time and on budget, demonstrating an attention to detail	E	A; I
Delivery of training to others regarding good proposal development and donor management practice	D	A; I

Proficient in use of office IT apps including Google Workspace.	E	A; I
Personal Attributes/Attitude <i>(How does the role holder need to think and act?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)
Excellent written and verbal communication skills with the ability to work across the organisation and externally with contractors and donors	E	A; I
Ability to work as part of a team	E	A; I
Analytical thinking and problem-solving skills, with a strategic awareness.	E	A; I
Good personal organisation, prioritisation and time management skills.	E	A; I
Sound judgement and decision-making skills holding responsibility and accountability.	E	A; I
Aligned with the spiritual impulse and principles of the Findhorn Foundation	E	A; I
Familiarity with the FF and our vision, purpose and mission will be an advantage.	D	A; I

A = Application
QA = Qualification Audit
I = Interview
T = Task i.e. assessment centre

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