

# Business Development Manager



**Full time, 35h/week**

**Salary: £19,747/year**

**Place of work: Cluny Hill, Forres 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. 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.
- 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.
- 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.
- 4. Train and mentor Findhorn Foundation staff in proposal/bid development, contract compliance and donor reporting (20% of time)**

## **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 transformational learning centre with fellow co-workers, community members, programme participants and our donors.

**REQUIREMENTS:**

- 3-5 years proven business development experience.
- 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 a covering letter of no more than 2 pages indicating how you fit the requirements, to [hr@findhorn.org](mailto:hr@findhorn.org).