

Business Development Manager



Full time, 37.5h/week

Salary: £21,157/year (Under review)

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: £21,157 per year (under review)

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.