



**UK COMMUNITY  
FOUNDATIONS**  
GIVING FOR LOCAL GOOD

**Role:** Business Development Manager

**Reports to:** Director of Development

**Location:** Brixton, London

**Position:** Permanent, Full Time

**Salary:** £33,000 – 37,000 per annum, dependant on experience

**About UK Community Foundations:**

UKCF is a charity and works in partnership with Government, large funders, charities and businesses, designing and delivering major grant programmes across the UK.

We are passionate about supporting community activity through local grants, and our vision is that communities can help all those in need. We are the national membership body for the 46 Community Foundations in the UK, who help funders, companies and other donors give effectively to strengthen their local communities. Our network is one of the largest grant makers in the country, giving out nearly £100m in 2017-18.

**About the role:**

Leading and managing the development of bids to funding bodies, statutory sources and corporates, the ideal candidate will have proven experience in developing partnerships and securing new business. You will need the enthusiasm, professionalism and confidence to act as an ambassador for UKCF, and a proven ability to engage with internal and external stakeholders.

This is an exciting opportunity to contribute to the growing Trusts and Corporate fundraising activity of the Development team for one of the country's largest grant-makers. You will have a vital role enabling us to raise the funds we need to succeed in our ambition to help people and organisations to invest in local communities where it is most needed and where it will make most impact. You will identify, contact and cultivate companies across a range of industry sectors, persuading them to make multi-year commitments towards our critical work and helping to diversify the funding base for UKCF.

You will create strong and long-term relationships between UKCF and potential funders, attracting significant new funds into UKCF and forming strategic partnerships with other funders to achieve shared goals, tackling disadvantage and inequality in across the UK. In doing so, you will ensure we significantly increase our impact by supporting more local charities, voluntary groups and social enterprises and, through them, transforming more peoples' lives and creating vibrant and inclusive communities.

**About You:**

You will have 3-5 years' experience of building high level relationships with a diverse range of stakeholders, and a proven track record in soliciting and securing funding, including from national



funders, Trusts and Foundations, public sector tenders and senior contacts in large corporates.

Excellent communication and interpersonal skills will be a strength, and you will enjoy building warm, professional relationships with a wide range of people. You'll be used to working as a member of a small team, with a shared responsibility for motivating yourself and your colleagues.

Good lateral thinking skills and an ability to develop creative strategies to engage donors and prospective donors in our work are core to this role, with an ability to give a high level of attention to detail in relationship management and development.

Experience of working for a charity would be an advantage, but if you can show an understanding of the sector if you've come from a different background, then we are happy to hear from you.

### **The Benefits**

- Salary of £33,000 – 37,000 per annum, dependant on experience
- A generous 30 days holiday, plus bank holidays
- Full-time position, starting ASAP
- Enhanced Pension Scheme
- You get to work in Brixton, plus there's the occasional office dog

### **Key Roles and Responsibilities**

- To lead in developing, securing and managing a range of high-value Trust and Corporate partnerships, and to directly manage an assigned portfolio of existing corporate partnerships, with the aim of retaining, and where possible growing their support.
- Contribute to developing and implementing UKCF's development strategy under the guidance of the Director of Development
- Support the Director of Development to monitor performance of income generation and funder development against UKCF's strategy and income targets; to produce regular internal reports on pipeline development as agreed with Director of Development
- Draft and contribute to funding proposals using evidence base and learning from existing programmes; work with the Programmes Team to ensure synergy between funder development, expectations and community need
- To develop sponsorship proposals and presentations to a high standard, demonstrating knowledge of UKCF's offer and understanding the needs and motivations of our potential funders
- To act as an ambassador for UKCF by attending events and making presentations to public and private audiences; to support on delivering Development-led cultivation and stewardship events
- Other tasks as required by the Director of Development. The post will require some out of hours work and travel across London and occasionally the rest of the UK.



## **Person Specification**

### **Essential**

- Experience of writing funding applications, tenders and pitches. 3-5 years' experience in relevant roles in the sector, or equivalent knowledge
- Demonstrable experience of all aspects of the solicitation cycle – identifying, researching and approaching new prospects; through to cultivation, solicitation and stewardship
- Proven track record in securing corporate funders, for the charity sector, through programmes of funding, charitable donations or sponsorship of five to six figure sums
- Creation of high-quality proposals and pitch presentations that are creative and compelling
- Account management and relationship-based development skills
- Insight into the CSR landscape, trends and motivations for corporate giving
- Up-to-date on the opportunities and benefits offered by similar organisations for corporate sponsorships and corporate membership schemes

### **General:**

- Driven by achieving targets and results, able to thrive under pressure, to meet deadlines and agreed timescales, and committed to quality
- Persuasion and strong interpersonal skills; personable, diplomatic, and confident with people from all backgrounds
- Digital literacy, keen to explore and develop new skills in this area
- Clear and concise written skills and excellent verbal communication skills
- Being highly organised, with strong planning and prioritisation skills; adaptable and flexible to peaks of work and new challenges and managing multiple stakeholders
- Empathy and understanding of the role of local charities, voluntary organisations and social enterprises, and the people they help

### **Desirable**

- Familiarity with Salesforce or other CRM system

### **To apply please:**

- Provide an up-to-date CV that shows your full career history and experience in paid and unpaid roles
- Write a supporting statement detailing how you are a good candidate for this post, clearly addressing the essential and desirable criteria in the person specification – we recommend that this should be a maximum of two pages



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- Confirm your eligibility to work in the UK and to attend an interview on the 13<sup>th</sup> or 15<sup>th</sup> February 2019.