

Job Description

Job title:	Development Manager
Starting salary:	£45,687 (London weighting) - £41,274 (National weighting) per annum
Reporting to:	Director of Development and Delivery
Line management responsibility:	No (but may have in future)
Location:	Home based (with option to work from London office)
Budget responsibility:	Yes
Hours:	35 hours per week
Contract:	Permanent

Main purpose of the job: The Development Manager is responsible for meeting institutional fundraising targets by securing grants and contracts from statutory and charitable sources. These include central and devolved government departments, local authorities, and trusts and foundations. The postholder leads the full development process: researching prospects, prioritising opportunities and assessing return on investment; developing and writing compelling proposals; responding to statutory frameworks and project tenders; and coordinating handovers to delivery teams. The role manages and strengthens our income for good pipeline, working closely with the Fundraising Manager and Business Development Manager within Living Streets' trading company to develop coherent, connected income generation plans. This includes stabilising existing income and diversifying into new areas, such as non-transport statutory funding from health and environment sources, as well as growing charitable trust and National Lottery income. The postholder will work closely with the Director of Development and Delivery and colleagues across Living Streets to develop fundable projects and ensure effective stewardship of external stakeholders.

Main duties and responsibilities:

- Support the Director of Development and Delivery to develop and deliver an institutional income strategy, including pipeline management, reporting, return on investment and contribution to development planning.
- Contribute to organisation-wide income generation strategies, working flexibly and collaboratively across income streams where required.

- Work with the Commercial team and Fundraising Manager to triage opportunities, foster a fundraising culture across the organisation and ensure consistency across budgets and proposals.
- Work with Delivery and Campaigns and Public Affairs colleagues to identify, prioritise and pursue income opportunities across the UK.
- Develop and submit high-quality grant applications, tenders and contract submissions that are deliverable, financially sound and in the organisation's best interests.
- Support colleagues to produce accurate, compelling bids and budgets through guidance, training and quality assurance processes.
- Maintain an efficient bid pipeline, reporting and handover process in line with development and project management protocols.
- Develop and steward relationships with funders and partners, using appropriate marketing channels, communications and events to secure mutually beneficial agreements.
- Keep accurate CRM and Sharepoint records to manage the pipeline, funder relationships and retention, and manage new income opportunities. This includes working with the Fundraising Manager and Commercial team to ensure links between charitable trusts and foundations, corporate, major giving, statutory and commercial opportunities are maximised.

Produce and contribute to internal reports to show

- Ensure effective funder care, by working with Delivery, MELI, Marcomms and Operations colleagues to ensure that funders receive timely and appropriate reports, and impact evidence is collated and is easily accessible for future proposals.
- Ensure development activities comply with relevant legislation, statutory requirements, Charity Commission rules and the Code of Fundraising Practice.

Other duties:

- Demonstrate Living Streets' EPIC values – Excellent, Positive, Inspiring, Collaborative.
- Be an ambassador for Living Streets to external audiences as required, promoting the Living Streets brand and messages, including at public events, in interaction with stakeholders.
- Ensure Living Streets' Equality, Diversity and Inclusion is fully implemented as it applies to the role, utilising co-production where possible in the project development process.

- Be an active contributor to your department, to team meetings and away days.
- Support fellow staff and provide internal mentoring and training as appropriate.
- Adhere to Living Streets policies and procedures, maintaining good liaison across the organisation.
- Ensure the effective delivery of Living Streets' Strategic Plan and Objectives.
- Lead by example and ensure that the team works effectively and collaboratively.
- Contribute to the success of the organisation and be an active contributor to internal communications.
- Deputise for the Director of Development and Delivery in their absence, when required.
- Reasonable occasional out of office hours work will be required as may be some travel within the UK.
- Undertake other duties from time to time, as requested by the line manager or Chief Executive.

Person Specification

Essential

Criteria		From application	At interview
Experience	Experience of successful income generation from statutory and charitable sources, including successful relationship management with funders and partners	✓	✓
	Proven ability to write to a high standard and able to communicate complex issues in a clear, compelling, and concise fashion, both orally and in writing	✓	✓
	Experience of managing complex processes with strict deadlines	✓	✓

	Demonstrable experience of working as part of a team to achieve department and organisational objectives	✓	✓
Knowledge and Skills	Ability to use Office365 packages to effectively fulfil role e.g. Word, Excel, Powerpoint, Teams	✓	
	A good understanding of the principles of relationship fundraising with a proven ability to develop relationships with grant giving bodies and/or commissioners	✓	✓
	Knowledge of public sector procurement processes and/or grant giving processes	✓	✓
	Ability to develop and present realistic and fundable income and expenditure budgets as part of funding applications	✓	✓
	Highly organised with excellent attention to detail	✓	
	Ability to plan and undertake research effectively using a variety of appropriate methods	✓	✓
	Ability to use a Contact Relationship Management System (CRM) to manage funder relationships	✓	✓
Personal	Ability to work flexibly, including occasional travel or evening and weekend working	✓	✓
	Commitment to equal opportunities and the ability to implement the Living Streets' equality, diversity and inclusion policy	✓	✓
	Understanding of, and commitment to, the agenda of Living Streets	✓	✓

	Positive, 'can do' approach to tasks	✓	✓
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Desirable

Criteria		From application	At interview
Experience	Experience of project delivery, project development and/or community consultation	✓	✓
Knowledge and Skills	Relevant professional qualification/membership, e.g. Chartered Institute of Fundraising	✓	