



Business Development / Funding Manager

Bristol (hybrid) or remote, UK

About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

- Better respond to people's needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

Business Development/Funding Manager

Role content and purpose

This exciting opportunity will sit within our Development Team, coordinating a wide portfolio of income streams. The postholder will support fundraising for both the not-for-profit and consultancy sides of our company: through grants and donor outreach for our not-for-profit (Development Initiatives Poverty Research – DIPR) and through client and corporate outreach and market engagement for our for-profit (DI International – DII).

This role will report to our Head of Business Development when she returns from a period of maternity leave and so in the interim, will report to our Chief Operating Officer. This role offers variety and the opportunity to make a meaningful contribution to our strategy and mission.

The key priority for this role is to lead on the business management and growth of our for-profit consultancy, DI International, but will also support on grant funding proposals when needed. The postholder will need to be a business development specialist, a proactive networker, possess financial acumen and be an excellent communicator. They will have a track record in fundraising to support the development of income streams across our wide portfolio and to work with our stakeholders (both internal and external) in a warm, agile and proactive way.

As we are in a period of growth and a structural transition, you will be joining our organisation at an exciting time and contributing to our income generation strategy to help us achieve our mission.

Contractual details

| | |
|---------------|--|
| Start date: | As soon as possible |
| Length: | Permanent |
| Location: | Flexible, UK. Our Bristol office is located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK. This role could be hybrid (2 days a week in the office) or remote (can visit our offices when required for team events/meetings) |
| Career level: | 3 |
| Salary: | £38,000–£42,000 per annum, depending on experience |
| Hours: | 35 hours a week, but we are open to exploring more flexible options that may suit your needs |
| Probation: | 3 months |
| Leave: | 25 days pro rata, plus bank/public holidays |

Duties and responsibilities

- Research, develop and secure a strong pipeline of income partnerships with a focus on building unrestricted income
- Find and maintain new contacts and networks and develop key strategic consultancy partnerships, representing DI externally where necessary
- Lead on the development and submission of bids from tender through to contract sign off, performing any necessary due diligence and quality assurance
- Develop compelling concept notes
- Conduct client surveys and quarterly reports
- Work closely with internal stakeholders to build brand and quality
- Coordinate the presentation of commercial opportunities at the New Opportunities working group
- Ensure the CRM is tracking the pipeline on both grants and commercial contracts
- Liaise with the Finance Team on the management of the department budget and supplying insights into income pipeline
- Support on completing board reporting for CEO report, the organisational dashboard and KPIs
- Coordinate the presentation of commercial opportunities at the New Opportunities working group
- Consult with the Head of Programme and Project Management to find and manage consultants relevant to business needs
- Hold regular meetings with key internal stakeholders
- Keep abreast of any regulatory changes in compliance and provide support to ensure sound risk management of bid development.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required and to be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to perform other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

Experience

Essential

- Fundraising experience with bid development exposure

- Experience of working with a wide range of institutional donors and commercial clients
- Contract and stakeholder management
- Developing and overseeing intelligence gathering
- Monitoring and delivering upon KPIs and business objectives
- Fundraising databases/CRM

Desirable

- Experience of securing high value grants contracts
- Project management experience
- Experience with HubSpot preferred

Knowledge

Essential

- Strong knowledge of MS Office 365
- Strong business acumen and financial literacy

Desirable

- Good understanding of risk management and control
- An ability to assess and manage detailed budgets
- International development sector knowledge

Skills and abilities

Essential

- Outstanding communication and interpersonal skills
- Excellent organisational skills
- Collaborative approach to work
- Strong networking and influencing skills
- Tenacity and drive to seek new business and meet targets
- Strong decision-making and critical thinking skills

Desirable

- Language skills, specifically UN languages

Education

Essential

- Relevant subject area qualification (e.g. economics, international relations, marketing, business studies) or proven work experience

Desirable

- Degree in business development, business management or international development
- Fundraising qualification

Application details

Your CV (ideally no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the role profile, should be uploaded onto our [online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: <http://devinit.org/working-with-us/vacancies/>

Working together

"People are our greatest asset" – it's a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

What we offer:

- Informal work environment (e.g., casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (including blended working & flexitime)
- Healthcare cashback scheme with Employee Assistance Programme
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Enhanced maternity/paternity leave policies

- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people)
- Free access to onsite gym at the Bristol office

Development Initiatives (DI) is a global organisation harnessing the power of data and evidence to end poverty, reduce inequality and increase resilience.

We deliver trusted and actionable insights for decision-makers and partners based on what available data can tell us. We increase data use by growing people's skills, expertise and confidence in data and showing how data can drive better outcomes. And we improve what data is available by helping others to collect, share, manage and use data responsibly and effectively.

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Contact

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To find out more about our work visit:

www.devinit.org

Twitter: [@devinitorg](https://twitter.com/devinitorg)

Email: info@devinit.org

Development Initiatives is the trading name of Development Initiatives Poverty Research Ltd, registered in England and Wales, Company No. 06368740, and DI International Ltd, registered in England and Wales, Company No. 5802543. Registered Office: First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK.

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