



Growth & Development Manager

Bristol, UK

About Development Initiatives

Development Initiatives (DI) unlocks the power of data to enable policies and investments that improve the lives of people experiencing poverty, inequality and crisis.

Our mission

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.

Our core values

At DI, our core values serve as the guiding principles that shape culture, behaviour and decisions. Our core values embody the type of organisation that we are. Our quality standards and achievements require unwavering commitment to professionalism and

diligence from everyone and you'll find that our core values run through all that we do, and we expect everyone at DI to embrace these values in everything they do, including how they behave. Our core values are:

Purpose-driven

Everything we do is motivated by our shared desire to contribute to positive change in the world.

People-centred

We are supportive, friendly and considerate, with mutual respect for how people think, work, live and identify so that together we thrive.

Transparent

Openness and honesty are at the heart of how we work, driving high levels of trust as well as fair and ethical practice.

Growth & Development Manager

Role content and purpose

The Growth & External Relations Directorate coordinates our income generation, covering grant donor relationship development, grant fundraising and commercial contracts. The Growth & Development Manager will work with colleagues across our hubs to build sustainable, diverse and multi-year income streams across our programmes, as well as maintain and grow existing funding relationships. The postholder will work within the directorate team as a focal point for commercial and grant compliance and donor reporting. This will include supporting our colleagues to complete assessments on compliance and risk, and delivering due diligence exercises for donors and partners.

The postholder will research and identify potential new funders and clients; scope, draft and submit grant and consultancy/commercial applications; and provide compliance, procurement and administrative assistance during final funding negotiations. They will also support ongoing relationships and work with programme teams to ensure that progress reports meet donor needs.

Covering the whole spectrum of sustainable fundraising and resource-development duties, the postholder is required both to think strategically and to roll up their sleeves and work operationally.

Contractual details

Start date:	As soon as possible, depending on notice period
Length:	Permanent
Location:	Flexible on UK location, with travel to Bristol office once a month for two days.
Salary:	Career level 3, £37,000–£40,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

Duties and responsibilities

Research and intelligence gathering

- Research the global funding market, identifying new funding opportunities and potential calls for proposals for programme areas.

- Review, analyse and collate relevant information and news on donors, funding opportunities and changes in approaches to philanthropy for internal dissemination across our locations.
- Develop intelligence-gathering processes for income, as well as a long-term opportunity pipeline.
- Oversee research on compliance requirements for all donor accounts in the organisation. During early intelligence gathering for new projects, ensure we are developing an understanding on compliance requirements for new donors.
- Update our donor matrix document with new sources of funding, ensuring coherence between this document and: the stakeholder management process; the CEO and Executive Team outreach approach; and ongoing organisation and programme engagement.
- Support DI's external relations activities by providing information and scoping on participants.
- Deliver business development positioning documents/briefs for when the CEO and Executive Team are attending external engagement events, ensuring that they are strategically prepared to pitch DI and our programmes.
- Under tight timelines, deliver positioning and pitching documents in response to donor engagement and discussion.

Tools and processes

- Implement processes to ensure that we are maximising efficiency in fundraising research and proposal development, including updating criteria, budget and concept templates, as well as other guidance documents.
- Develop a new compliance and donor reporting process, so that we are continuing to build on our compliance processes to ensure we are well-placed to receive larger grants and commercial contracts. This will include ensuring that we have more efficient and effective approaches to contract and agreement negotiation and management.
- Once the new compliance and reporting process is implemented, continue to be the Directorate's focal point for compliance and reporting across the organisation.
- Manage and coordinate our Income Research group, coordinating the research and additional scoring of new grant opportunities (which are presented to the New Opportunities working group).
- Update our CRM's fundraising pipeline to help track and plan fundraising opportunities, ensuring these are consistent with our operational requirements and policies.
- Prepare pipeline reports on grant forecast income and intelligence (which are presented to DI's Executive Team and Board).
- Assist programme colleagues across our hubs to develop new leads for funding and maintaining donor communication.
- Contribute to the organisation's annual planning processes in partnership with the Business Development Manager.

Proposal development and finance

- Work to develop and lead programme fundraising and engagement plans to maintain and grow existing donor relationships, leverage engagement activities for relationship building, and deliver new funding streams.
- Support colleagues within the directorate, and across the organisation, with compliance and due diligence assessments.
- Work with programme teams to deliver 'core offer' documents and 'moving concept ideas', from innovation stage to full proposals for submission.
- Support with the development and submission of proposals and bids, ensuring appropriate staff are included in the process to draw on their experience and technical knowledge, and track follow-up.
- Work across DI's functions and with partner organisations to develop applications to potential funders, ensuring that these are timely, relevant, appropriate, well thought-through and realistic in their expectations.
- Work with the Finance and Project Management functions to ensure that all project proposals and applications are accurately and realistically budgeted and signed off as consistent with our priorities and capacities.
- Manage proposal development budgets.
- Assist colleagues with intelligence gathering and scoping to develop fundraising plans for new growth areas.

General

- 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.
- Prepare for and engage in one-to-one meetings.
- Maintain professional development and personal development plans.
- Be willing and committed to take on new work as and when required.

Person specification

Experience

Essential

- Minimum of five years' experience developing high quality and successful fundraising proposals.
- International development/third sector experience.
- Excellent networking and negotiation skills.
- Demonstrable experience in researching funding sources aligned with organisational strategy and funder criteria.
- Three years' experience of contract management and compliance.

Desirable

- Experience developing corporate partnerships.
- Experience developing bids for commercial contract opportunities.
- Experience fundraising for non-UK projects and offices and/or US philanthropic foundations.
- Experience working with the UK's Foreign, Commonwealth & Development Office (FCDO).
- Experience generating income from governments and international development agencies.

Skills and abilities

Essential

- Ability to build strong and lasting relationships with key stakeholders.
- Outstanding research skills.
- Excellent communication and interpersonal skills.
- Ability to interpret and present complex information.
- Proven organisational and planning skills.
- Ability to interact with employees at all levels and work collaboratively with virtual teams across multiple countries.
- Good financial management skills.

Education

Desirable

- Strong academic record in subjects demanding excellent written English.
- A fundraising diploma or other professional qualification.

Knowledge

Essential

- Knowledge of the international development and humanitarian assistance fields
- Knowledge and understanding of statutory, trust and institutional fundraising, including research sources and funding criteria.

Desirable

- Knowledge of issues relating to data collection, transparency and the use of data in ending poverty.
- Knowledge and understanding of the corporate sector.

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, 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.

This role was first advertised on 18 December 2023.

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.

Working together

People are our greatest asset. You often hear it said, and at DI 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. The better our employees are, the more effective we will be, and 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. We 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.

We also offer:

UK

- Informal work environment (e.g. casual dress)
- Free access to the onsite gym in the Bristol office
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare 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, increasing with service, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).

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

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To find out more about our work visit:

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