**Job Title:** Development Manager, Trusts  
**Reporting To:** Director of development and communications  
**Location:** Angel, Islington, with flexibility for remote working  
**Contract:** Permanent, full-time (37.5hrs per week) **Starting salary: £**35,881-£37,763  
**Start date:** As soon as possible

**Please apply by sending your CV and a cover letter outlining your interest in and suitability for the role to jobs@thinkforward.org.uk. Only applications with a cover letter will be considered. The closing date is 9am on 29th March. Successful applicants will be contacted within seven days of the closing date.**

Benefits**:** 4.5% employer pension contribution, 25 days annual leave with additional office closure days at Christmas, two paid volunteer days, commitment to CPD, employee assistance programme, rewards programme, wellbeing focus, special leave opportunities, season ticket loan, cycle to work scheme.

Key relationships:CEO, executive team and business partnership managers, trustees, development committee, senior representatives from grant-making trusts, foundations and statutory bodies.

**Overview of ThinkForward**

ThinkForward runs two breakthrough coaching programmes which intervene early to ensure young people at risk of becoming unemployed make a successful transition from education to work. Long-term coaching support over a number of years helps young people to take control of their own lives and believe in themselves.

The ThinkForward programme works with young people who face multiple challenges that might be holding them back from achieving their potential so that they can prepare for and gain work. The MoveForward programme works with young people with mild to moderate learning disabilities who have the potential to work but who may find it hard to prepare for and access opportunities.

At the heart of both programmes are coaches who provide young people with personalised one-to-one coaching and access to targeted activities which provide insights into the world of work and develop the skills needed for it.

The ThinkForward programme has a strong track record of delivering sustained impact, 83% our most recent graduates were in education or employment when they left the programme.

Having started as just a small pilot in London in 2011, the organisation and programmes have since expanded to Nottingham, Kent and the West Midlands. Our new five-year strategy aims to grow our work sustainably. To do this we are focused on evaluating what works and seeking strategic partners who can help us achieve our expansion aims.

**ThinkForward’s fundraising track record**

The original ThinkForward programme was funded by a social impact bond (SIB) which provided 50% of the funds needed for the programme to operate. The rest of our funding came from a few strategic and significant corporate and grant making trust grants. When the SIB ended in 2015, we developed a more diverse mix of philanthropic partners through funders including The Big Lottery Communities Fund, the GLA Young Londoners Fund, BBC Children in Need, Credit Suisse, Epic Foundation and Paul Hamlyn and at present our philanthropic income is close to £2m. In 2019 we created another SIB as part of the Government’s Life Chance’s Fund to grow our MoveForward programme and are now looking for further ways to grow our statutory income as part of our new five-year strategy.

We have many repeat funders and a strong community of loyal supporters who we keep in touch with our work through regular engagement opportunities.

Whilst our funding heritage is strong, we are an incredibly ambitious team and know there is more for us to do to build strategic partnerships which not only provide valuable funds but also open doors and create fairer employment opportunities for the young people on our programmes.

The development team benefits from the networks and advice of an active development committee, a sub-committee of ThinkForward’s board of trustees, as well as a network of business partners and contacts across the regions where we work.

**Overview of role**

The development manager will play a key role in a small development team, working alongside the director of development and communications, another manager leading on corporates, their foundations and major donors and a development officer. The purpose of the role is to play an active part in generating new business as well as account management, through the creation of a strong pipeline of opportunity and high-quality relationship development of future and existing partners.

It is a great opportunity for a proactive individual who wants to apply and develop a range of skills in a dynamic and ambitious team. There will be plenty of exciting project management opportunities which will include developing bids with the delivery team, the chance to influence strategy and lots of room to grow.

The development manager will have an impressive track record in building new partnerships and securing high-level funding from grant making trusts, foundations and statutory sources. They will embrace challenge and be excited by the prospect of being able to work in a small and entrepreneurial organisation, with the chance to shape ThinkForward’s future fundraising and profile.

**The organisation is open to receiving applications from individuals with transferrable skills from the private sector.**

**Core responsibilities**

* Working closely with the director, contribute to the development of the organisation’s new funding plan, which will reflect the organisation’s new five-year strategy and ambition for trust and statutory income growth.
* Work closely with the development team to build a pipeline of funding prospects, conducting research to qualify prospects and prioritise approaches.
* Work closely with the development director and director of programmes to identify fundable projects and manage a portfolio of opportunities which can also be drawn upon by other members of the team.
* Work closely with the delivery team to design proposals to secure core and project-based funding, where possible prioritising the organisation’s core funding needs and multi-year commitments. Ensure the needs of donors are balanced with the needs of the organisation and that a strong return on investment is achieved in the design and delivery of partnerships.
* Manage the development of a trust, foundation and statutory pipeline. Establish clear metrics to monitor its success and inform regular financial forecasts and team KPIs.
* Manage cultivation and solicitation plans for a portfolio of new business prospects and secure a significant portion of the team’s new business target for the 2021/22 financial year (financial year September – August).
* Manage a portfolio of existing funders. Ensure each partnership is managed carefully with the delivery team and other internal stakeholders. Take a pro-active approach to securing renewals and scaling-up existing funding.
* Own the team’s funder reporting calendar, working closely with the head of impact to make sure reporting requirements are planned in a timely way and are achievable.
* Become the team’s expert on impact, working with the impact team to understand data and create a strong narrative for funders to easily understand how ThinkForward’s programmes are making a difference to young people’s lives.
* Write high quality funding applications, donor communications, project reports, briefing documents and donor updates to support excellent stewardship.
* Working closely with the rest of the team and communications, take a lead on designing new and engaging cultivation and stewardship opportunities for prospective and existing donors.
* Provide financial management for partners, including developing and managing budgets and ensure prompt completion of finance data for the team’s cycle of quarterly income forecasting.
* Support the implementation of effective fundraising processes and systems, including maintaining all prospect and donor information on ThinkForward’s relationship management system CiviCRM.
* Network to stay ahead of the latest trends and developments in fundraising. Use this knowledge to proactively contribute towards the team and organisation’s strategy and longer-term ambitions.

**Person specification**

We are looking for a candidate who can demonstrate the following skills and experience:

* A proven track record of success raising funds from trusts, foundations and statutory sources min £50k+ and multi-year.
* Minimum of three years in a similar fundraising role.
* Creative thinker who can identify needs and spot opportunities for business development.
* Strong project management skills to bring relevant internal stakeholders together to create fundable projects and scope out financial and operational requirements.
* Ability to develop detailed knowledge of ThinkForward’s work and impact.
* Strong relationship development and management skills to grow and retain funding.
* Networking and influencing skills.
* Strong written and communication skills with excellent attention to detail.
* Excellent interpersonal skills and presentation skills.
* Ability to manage competing priorities and tasks.
* Willingness to support with other team’s projects including volunteering from time to time.

In order to succeed in the role, you will also have the following competencies:

* Creative and innovative mindset and confidence to challenge the status quo
* Strategic thinking and strong judgment.
* Proactive and driven.
* Solutions focused.
* Confidence to lead work with senior stakeholders and step in to support the director and CEO from time to time.
* Affinity to ThinkForward’s work.

The organisation reserves the right from time to time to make reasonable changes to this job description, to take account of organisational changes.

Please note, as a minimum requirement, applicants will have the right to work in the UK.

Unfortunately, due to the high volume of applications we receive, we will only be able to contact successful applicants.

ThinkForward is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and post holders to share this commitment.

ThinkForward are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

As a registered Disability Confident employer, ThinkForward has an accessible recruitment process. We offer interviews to all applicants who meet the job requirements and who declare themselves as having a disability. For anyone or any PAs who require adjustments or an accessible version of our application process please do email jobs@thinkforward.org.uk and we will ensure you have what you require to successfully complete this process.