

ThinkForward

Development Manager, Trusts

Job information pack



About ThinkForward

Why we exist

ThinkForward exists to empower young people to create better and brighter futures. We want them to be able to identify, realise and shape their aspirations and be ready to make a successful transition into work.

Young people experiencing barriers such as challenging relationships, living in low-income households, or growing up in areas with a lack of access to opportunities can be confronted with hurdles. Without the right support these can lead to high risks of unemployment and long-term effects on their career and life chances.

There are more than 800,000 16-24-year-olds in the UK who aren't at school or college, or don't have a job or training place. Our ambition is to prevent young people becoming one of these statistics. In 2021 we will be supporting more than 1000 young people.

What we do

We run two programmes that young people to gain the independence, skills and confidence they need to fulfil their potential and have happy and successful futures. In an ever-changing world we support them to prepare for their move to adulthood, the working world and the start of the rest of their lives.

ThinkForward

About our programmes

The **FutureMe** programme provides five years of personalised coaching and employability activities to get young people ready for the world of work. Coaches build trusted relationships, empowering young people to take control, find solutions to challenges, develop skills and create a positive vision for their future.

Specialised ready for work activities support young people to get familiar with the workplace, become inspired and identify a pathway to their chosen career. We run this programme in 16 schools in north and east London, Nottingham and Kent.



ThinkForward

About our programmes

The **DFN-MoveForward** programme is supported by the DFN Foundation and works in London, Kent and the West Midlands with young people who have mild to moderate learning disabilities with the aim of supporting them into sustainable paid employment.

Coaches provide long-term support to prepare young people for sustainable paid employment. Young people take part in insight visits, work placements and business mentoring to build their experience and develop skills and capabilities. We also work closely with parents to engage them in the opportunities and benefits of the programme. DFN-MoveForward operates in schools and colleges in London, Kent and the West Midlands.



ThinkForward

Development Manager, Trusts

Responsible to: Director of Development and Communications

Contract: Permanent, full-time (37.5 hours per week)

Location: Flexible, but with travel to our head office in Islington, London

Starting salary: £39,310 - £44,917

Start date: As soon as possible



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 the role

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

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

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.

Core responsibilities

- 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.

Core responsibilities

- 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.

Important information

Benefits

- 4.5% employer pension contributions
- 25 days annual leave with additional office closure days at Christmas
- Two paid volunteer days
- Training opportunities
- Life Assurance
- Semi-flexible working
- ThinkForward has a commitment to the professional development of its staff

ThinkForward staff operate to the following values:

- **Integrity** – we will do what we say
- **Determined** - we will believe in people's potential
- **Innovative** – we will search for creative solutions
- **Trusted** – we will trust our colleagues and our young people
- **Collaborative** – we will collaborate with others

To apply please submit your CV and a cover letter to jobs@thinkforward.org.uk . Your cover letter should outline your suitability for the role as described in the person specification. Early applications are encouraged as we are keen to recruit into this role within the next few weeks and will be looking at applications as they arrive.

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

Important information

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 is 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. If you need support, such as materials in larger print, dyslexic-friendly fonts or adjustments for yourself or your PA for the interview, please contact jobs@thinkforward.org.uk and we will ensure you have what you require to successfully complete this process.



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ThinkForward is a
charity registered with
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