

LINK COMMUNITY DEVELOPMENT INTERNATIONAL



Job Title	Development Manager
Salary	£32,144 – 35,439 plus benefits
Hours	Full time (Flexible working available)
Accountable to	International Programme Director
Location	Central Edinburgh

ABOUT LINK COMMUNITY DEVELOPMENT

Link Community Development is a family of not for profit organisations working together to transform education for children and communities across impoverished rural areas of Ethiopia, Ghana, Malawi, Rwanda and Uganda. Since our foundation in 1995 we have worked in 3,000 schools and improved the lives of over two million children through unique and effective school improvement models. We guide governments and educators to adopt low-cost solutions to improve learning and support for children, with a focus on literacy, numeracy and inclusion for the most marginalised children. Through a partnership delivery model which embeds piloting and learning within local systems, we influence changes to policy, practice and accountability on a national scale, and our interventions are regularly adapted and replicated by governments and NGOs in new countries and contexts. Link Community Development International (Link), based in Edinburgh, Scotland supports all project, fundraising, finance and governance activities in our five sub-Saharan partner countries.

JOB PURPOSE

To contribute to the development and implementation of Link's fundraising strategy, playing a key role in achieving unrestricted and project funding targets. To achieve this by identifying new fundraising opportunities and by securing and stewarding donations from charitable trusts and foundations, high net worth individuals, regular donors and other sources such as corporate and community. The ultimate objective of this role is to build long term, sustained relationships with donors and diversify the funding base for Link. There will be opportunities for both national and international travel.

INDICATIVE AREAS OF RESPONSIBILITY

- To achieve agreed income targets through researching, identifying and applying to current and prospect trusts and foundations, individual donors and corporate supporters
- To manage and nurture trust and foundation supporters through e-mail, F2F meetings, telephone, written proposals and other forms of communication with the aim of ensuring their on-going and increasing support
- To manage and develop Link's fundraising strategy, including campaigns, projects and activities, as required, in support of Link's Business Plan
- To provide motivational and meaningful communication, in writing and person, with donors and prospects, building informed and committed relationships
- Ensure compliance with donor and GDPR requirements in all fundraising activity
- To ensure donations from trusts and foundations are promptly and appropriately acknowledged and recorded
- To work with key members of programme and finance team to monitor and report spend on restricted funded projects, and provide forecasts for unrestricted and restricted funding at key points of the financial year
- To support the Communications and Administration Officer in the delivery of the communications strategy and their ongoing work to widen Link's audiences, including the stewardship of regular donors

- To work with the Communications and Administration Officer on coordinating Ambassador campaigns to amplify Link's public profile and further audience growth and donor development opportunities
- To devise and deliver awareness raising and fundraising events
- To provide briefings for the Senior Management Team and Board on projects, prospects and issues.

Relationships

Direct reports: Communications and Administration Officer

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and job rank of the post.

PERSON SPECIFICATION

EXPERIENCE AND QUALIFICATIONS

Essential

- Proven track record in fundraising, donor stewardship and strategic planning
- Demonstrable experience in succinct, technical proposal and report writing
- Considerable experience of managing a portfolio of trusts and foundations, with a proven track record of delivering income targets
- Educated to degree level or equivalent
- Experience of identifying and tracking new funding opportunities
- Knowledge of the Scottish, UK and international philanthropic landscape
- Sound understanding of charity and data protection law as it pertains to fundraising

Desirable

- Experience of the international development or education sectors
- Knowledge and understanding of communications, media and marketing in the NGO sector

SKILLS AND ATTRIBUTES

Essential

- Commitment to upholding the highest standards in child and adult safeguarding
- Excellent communication and negotiation skills, including experience of dealing with senior level business people and major donors
- Strong team player, proactive and results driven
- Presentation skills
- Consistent high level of customer care and responsiveness
- Flexibility and good time management skills to work successfully under pressure and to tight deadlines
- Financial competence including income and expenditure management and budget forecasting
- Ability to represent Link as a confident and credible ambassador

APPLICATION NOTES

- Please send a cover letter, completed application form and equal opportunities monitoring form to link@lcd.org.uk with the subject line "Development Manager"
 - Your cover letter should include your available start date and current salary
 - The Equal Opportunities form is available at: <http://www.lcdinternational.org/jobs-volunteering>
- The closing date for applications is **10 am on Wednesday 17th April 2019**
- Only shortlisted candidates will be contacted