

We politely request that we are not approached by fundraising companies or recruitment specialists at this stage.

Core details

Job Title:	Development Manager
Accountable to:	Board of Trustees / Peer Management
Location:	Nottingham, although remote working options will be considered
Contract type:*	Fixed term (12 months) and 2 days per week, flexible to the person
Salary:	Manager Band (SP1 £29,825 - SP6 £38,065), pro-rata.
Closing Date:	Sunday 30 January 2022

* This post is fixed term and 2 days per week due to income uncertainty beyond 2022. It is our hope that with increased financial security this post could increase in hours and become a permanent position.

Background

Ignite! has a fantastic new opportunity for a Development Manager to join our team. Ignite! has a solid track record of funding and we are seeking to extend that financial base to drive forward our vision and mission across Nottingham and beyond.

Ignite! has a long and distinguished history as a small but mighty Nottingham-based charity that supports young people to develop their curiosity and creativity to equip them for an unknown but exciting future. We facilitate creative partnerships between professional sectors and communities of young people, including schools, youth groups and community groups, particularly those at risk of social exclusion. We link young people with a variety of professionals to share learning, develop understanding, and celebrate new ideas and ways of thinking.

Ignite Futures Ltd, trading as Ignite!, is a Charity (number 1176754) and Company limited by guarantee, registered in England (number 05969189). www.ignitefutures.org.uk

The Role

We have a brilliant opportunity for a talented, passionate and ambitious Development Manager who will champion the visibility of Ignite! and drive the generation of income through a mixed fundraising model to support Ignite!'s mission.

You will play an essential role in the growth and stability of Ignite!, helping us to be more impactful and to make that impact known to others.

This is a role for someone with high levels of expertise, who can bring their skills and vision to Ignite!. We are also looking for a team player, someone with a can-do attitude, a strong team ethic, and a believer in our cause.

This role will include establishing high quality external communications, identifying and pursuing suitable projects in line with Ignite!'s strategy, and creating fundraising materials, communicating, and stewarding in relation to all kinds of supporters in the portfolio.

It is also paramount that all employees work as part of the small Ignite! team and are willing to support each-other in all activity areas.

Key responsibilities of this role:

- Ensure the impacts of Ignite! are maximally visible to current and potential partners;
- Create and sustain a mixed fundraising model to support Ignite!'s mission;
- Develop and extend strategic partnerships and programmes which affect income;
- Maintain a high level of record-keeping and reporting;
- Represent Ignite! in areas of development and fundraising.

Candidate profile

This is an incredible time to join Ignite! as we move into a new era of our strategy, programmes and operations. We are looking for an experienced candidate who can hit the ground running to fulfil the responsibilities of this role without day-to-day oversight.

Please read the full job description at the end of this Job Pack. The essential experience, understanding and knowledge criteria for this role are:

- Minimum of two years' fundraising experience with a successful track record in securing and delivering income from various sources (e.g. programmatic partnerships, philanthropic support, leasing of intellectual property, commercial activity and donations)
- Experience of mixed model development and fundraising strategies, particularly in the non-profit sector
- Experience of identifying, cultivating and recruiting new supporters
- Outstanding relationship builder and networker both internally and externally, with excellent management skills
- Demonstrable experience in face-to-face asking
- Demonstrable experience of maximising opportunities from researching prospects to generating meetings, and securing income to achieve sales targets
- Thorough working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint) and good, accurate typing skills
- Excellent written communication skills
- Excellent telephone manner and able to communicate effectively with a range of callers
- A strong understanding of individual giving & major gift practices and principles

Application Process

Closing date for applications: Sunday 30th January 2022

Please apply via email only. Send a CV and covering letter, outlining a recent fundraising case study you have been involved in, and also explaining how your motivations, skills and experience are an excellent fit for this post. Applications or enquiries should be sent to our Operations Manager, Sarah Walley - sarah@ignitefutures.org.uk

Shortlisted candidates will be invited to a 30 minute phone call, followed by an interview - either in Nottingham or remote depending on the situation. All dates and timings are to be confirmed.

If successful, the offer of the role will be subject to satisfactory references, and a DBS (Disclosure and Barring Service) check and clearance in line with our Safeguarding Policy.

Ignite! Culture & Benefits

Ignite! is a small organisation with big impact. We currently operate with two staff members in management roles (Operations and Programmes) and a variety of temporary staff and interns (over 30 individuals in 2021).

Since its inception, Ignite! has been led and supported by its Founder, Rick Hall, who is stepping away in April 2022. The Trustees of Ignite! encourage staff to lead in strategy development and managing operations, but Trustees are tasked with overall management and they provide support and leadership in these areas when necessary. As a small team, we value good communication and a willingness to step up to support colleagues on all areas of activity.

As part of our four key values, we prioritise the protection and comfort of our employees, volunteers, participants and partners and seek to maximise their potential and their experience.

As such, Ignite! is committed to:

- an open and fair pay system;
- providing the Living Wage to all employees, contractors and freelancers;
- providing an attractive total reward offer (pay, benefits, personal development, career progression, work-life balance, and environment and culture) to attract, engage and retain;
 - 25 days annual leave (pro-rata) in addition to statutory holidays; plus, you will not be required to work between Christmas Eve and New Year's Day.
 - Flexible working and well-being policies;
 - Season ticket loans;
 - Cycle to work scheme;
 - Bespoke personal development opportunities.
- rewarding performance, skills and experience appropriately;
- promoting an equal pay agenda by ensuring that pay systems meet legislative requirements and to actively work towards reducing any unjustified pay gaps.

Job Description: Development Manager

Salary band: Manager

Reports to: Board of Trustees

Line manages: No line management responsibilities

JOB DESCRIPTION

The Development Manager champions the visibility of Ignite! and drives the generation of income through a mixed fundraising model to support Ignite!'s mission. This role will include establishing high quality external communications, identifying and pursuing suitable projects in line with Ignite!'s strategy, and creating fundraising materials, communicating, and stewarding in relation to all kinds of supporters in the portfolio. It is also paramount that all employees work as part of the Ignite! team and are available support each-other in all activity areas.

Job Purpose

- Ensure the impacts of Ignite! is maximally visible to current and potential partners;
- Create and sustain a mixed fundraising model to support Ignite!'s mission;
- Develop and extend strategic partnerships and programmes which affect income;
- Maintain a high level of record-keeping and reporting;
- Represent Ignite! in areas of development and fundraising.

Primary responsibilities:

- Champion Ignite's development strategy in diversifying income streams to include strategic partnerships, philanthropic support, leasing of intellectual property, commercial activity and donations.
- Lead on development-focussed communication, with both existing contacts and potential supporters;
- Support, and work closely with, the Programmes Manager to maximise visibility of Ignite!'s programmatic activity;
- Identify and scope out new prospects which inform strategic planning;
- Lead on identification of grants and development of applications in consultation with other team members and Trustees;
- Build and grow income from philanthropic support;
- Build and maintain strong external relationships with current and prospective sponsors through telephone work, face to face meetings and securing and leading new business meetings;

- Ensure sponsor relationships are well managed and stewarded with regular contact, updates and communication;
- Lead on the preparation of development reports;
- Work closely with the Programmes Manager on assessing new prospects and partnerships;
- Ensure that all team members, including Trustees, are properly briefed and prepared for any meetings with prospective sponsors;
- Undertake any other duties as may reasonably be required.

PERSON SPECIFICATION:

Skills, experience and knowledge	Essential (E) or Desirable (D)
Experience of mixed model development and fundraising strategies, particularly in the non-profit sector	E
Experience of identifying, cultivating and recruiting new supporters.	E
Outstanding relationship builder and networker both internally and externally, with excellent management skills.	E
Demonstrable experience in face to face asking	E
Demonstrable experience of maximising opportunities from researching prospects to generating meetings, and securing income to achieve sales targets	E
Thorough working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint) and good, accurate typing skills	E
Excellent written communications skills	E
Excellent telephone manner and able to communicate effectively with a range of callers	E
A strong understanding of individual giving & major gift practices and principles	E
Experience of high value fundraising and relationship management including proven success in securing five or six figure gifts	D
Qualification / Experiences	Essential (E) or Desirable (D)
Two years' fundraising experience with a successful track record in securing and delivering income from various sources (e.g. programmatic partnerships, philanthropic support, leasing of intellectual property, commercial activity and donations)	E
Personal attributes	Essential (E) or Desirable (D)
Willingness to work as part of the Ignite! team and support colleagues on all areas of activity	E

Understanding of, and commitment to, the vision and mission of Ignite!	E
Highly self-motivated	E
Absolute attention to detail	E
Excellent influencing and negotiation skills	E
Tactful and assertive, with the ability to communicate at all levels in a complex environment.	E
A high level of practical and organisational skills	E
Able to tackle challenges constructively and find creative ways forward	E
Impeccable social and interpersonal skills	E
Ability to work on your own initiative	E
Ability to work as part of a team and to support colleagues	E
Absolute discretion and ability to maintain confidentiality	E
Willingness to learn new skills	E
Ability to work in a changing and flexible organisation	E
An interest in the supporting young people in their personal development	E
Ability to manage a budget	E
Willingness to work evenings and weekends	D
An awareness of new GDPR rules	D
Experience working in the voluntary sector	D