



**Head of Business
Development (9-month
maternity cover)**

Bristol, UK

About Development Initiatives

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

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:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking
2. Improve the quantity, quality and coherence of public finance and private investment
3. 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.

Head of Business Development (9-month maternity cover)

Role content and purpose

With overall accountability for income reporting, the post-holder will lead and coordinate our global development and income-generation team, covering business development, corporate outreach and fundraising. Responsible for ensuring that DI has a strategic approach to raising income, with a clear three-year approach to build a sustainable financial platform, the post-holder will drive forward plans to meet income targets and will need to represent the organisation externally, co-ordinating and building relationships as required.

With a primary focus on the strategic development of our consultancy practice, the post holder will identify new markets, products and services and win new sources of income, developing a wider client portfolio. They will also work across the wider business through our not-for-profit, supporting corporate outreach and fundraising and overseeing grant applications.

In short, the post-holder will cover the whole spectrum of income development and will need to be able to think strategically yet be able to roll up their sleeves and work at an operational level and will draw on skills gained from business development, consultancy and project management.

Contractual details

Start date:	From the end of July/early August 2021
Length:	9 month fixed term contract
Location:	We are experimenting with a blended approach to home and office working, so we are flexible on your location, provided that you are based within the UK and can visit our offices in Bristol on a regular basis (at least 4 to 6 times a month). Our Bristol office is located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE.
Salary:	£48,000 to £51,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	2 months
Leave:	25 days pro rata, plus all bank/public holidays

Duties and responsibilities

Relationship management

- Support the new Director of East Africa to position DI with specific clients in regions.
- Collaborate with the Head of Engagement to ensure our profile is increased and that we harness opportunities from staff through their contacts, ensuring that leads are followed up and developed into pipeline opportunities.
- Work closely with the Head of Finance on income streams.
- Collaborate with the Head of Communications on marketing plans.
- Work with the heads of other departments to ensure effectiveness and understanding so that we are working efficiently across our portfolio of work and ready to implement with increase income.
- Represent DI externally to ensure our work and voice is well represented.
- Build relationships with new and existing clients and funders.

Leading and planning

- Lead the development and implementation of organisational fundraising.
- Develop and operationalise the annual income-generation plan informed by the department three-year transformation plan and organisational income objectives.
- Lead the development of a 'commercial opportunities and marketing plan' to develop and grow our for-profit business, developing new business opportunities through operationalising and implementing key recommendations from marketing research and analysis.
- Maintain momentum for new income opportunities for grant programmes ensuring that proposals are being regularly submitted.
- Coordinate and ensure reporting to donors is delivered on time and to DI quality standards.
- Coordinate and review all new concepts for design for new fundraising projects and provide oversight and sign-off proposals, applications and bids.
- With support from others, embed and institutionalise the CRM (HubSpot).

Reporting

- Provide regular reporting to the Board on progress on income generation.
- Provide monthly updates for the Executive Team on the income generation pipeline, and approach and success against targets.
- Provide regular pipeline updates to all heads of departments, to support capacity discussions and skills and expertise requirements for the organisation and further strategic growth.
- The role will report to our new Chief Operating Officer, closely supported by the Chief Executive Officer.

General responsibilities

- 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 and performance management appraisals.
- Maintain professional development and personal development plans.
- Be willing and committed to taking on new work as and when required and be proactive.

Person specification

Experience and qualifications

- A sales/fundraising background with at least three years operating at a senior level
- Commercial consultancy experience
- Experienced in developing commercial opportunities, through consultancy products and services, ideally relevant to data in development
- Experience of working in the not-for-profit sector would be an advantage
- Experience of working in international development an advantage but not essential.

Skills and personal attributes

- Strong financial management and budgeting skills
- Proven project management skills
- Excellent interpersonal and networking skills and an ability to build strong and lasting relationships with stakeholders
- Excellent communication skills, including experience of working effectively across cultures and with diverse audiences, both verbally and in writing
- A great listener who can positively engage in dialogue with colleagues and others, and share and receive feedback
- A proactive, committed and willing self-starter with lots of initiative who can work independently with minimal support
- A people-person who can interact at all levels
- Excellent organisational skills
- Ability to oversee multiple projects and prioritise time while maintaining attention to detail and accuracy.

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.

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.

DI 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.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: <http://devinit.org/working-with-us/vacancies/>

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)
- Pension scheme with 5% employer contribution
- Blended approach to home and office working
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Childcare vouchers
- Enhanced holiday entitlement, 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).