

# ClientEarth

## **Business Development Lead (10 month parental leave cover)**

**London**

### **Job Description**

#### **Job purpose**

The Business Development Lead will join ClientEarth's thriving Business Development team, working closely with the Global Head of Strategic Growth to set and implement the strategic direction of the team and manage new trust, foundation and statutory fundraising at ClientEarth. ClientEarth's Business Development team has expanded over the last two years, to now count nine members with an increasingly global outlook. The successful candidate will join this well-established team, 22 months into their current 3-year fundraising strategy, with a healthy pipeline of prospect donors plus strong relationships in the donor ecosystem and across ClientEarth's senior leadership.

The postholder will oversee relationship building and engagement strategies with new donors, driving forward pipeline growth and guiding the development of portfolios across the Business Development team. They will work closely with ClientEarth's global programme and leadership teams to contribute to organisation-wide fundraising strategy, oversee effective fundraising processes, cultivate new relationships, oversee the development of winning proposals, and ensure a growing and diverse funder base for ClientEarth.

#### **Working Relationships**

The role reports to the Global Head of Strategic Growth, based in London, who oversees trust and foundation fundraising as well as expansion into new funding markets. The role works alongside two other Leads: one Partnerships Lead (including corporate fundraising), and one Asia Development Lead (including new market expansion). The role line manages two Business Development Managers, who in turn manage two Senior Business Development Officers and a Business Development Officer, who each hold portfolios across different programme areas. The role works closely with other members of the Development team, including the Grant Management and Philanthropy teams, as well as with the wider External Affairs department, Programme teams, Leadership team and various other internal stakeholders. Externally, this role is the lead point of contact for some of the largest new funding relationships, working within the organisation's existing network as well as building new networking opportunities with a diverse range of external stakeholders.

# Key Responsibilities

## Business Development and income generation

- Develop and implement fundraising strategies that reflect the medium-long term growth and sustainability needs of ClientEarth;
- Manage the continual development and effective delegation of a pipeline of new funding opportunities with multi-million pound value;
- Develop new funding opportunities that are aligned with ClientEarth's strategic programmatic priorities and budgetary needs;
- Oversee the production of high quality proposals, concept notes and other fundraising materials;
- Proactively keep up to date on trends and developments in the sector, and communicate them into internal activities and planning.

## Relationships and portfolio management

- Cultivate new and existing funding contacts to nurture and build a portfolio of relationships, representing ClientEarth at high level events and meetings;
- Manage relationships with senior internal stakeholders, directing their input into fundraising activities and working to instil a unified culture of fundraising across ClientEarth;
- Plan fundraising trips and events together with the development and leadership teams;
- Work across the development team to ensure effective, joined-up cultivation of prospects;
- Ensure effective and open collaboration with other departments.

## Strategy and operations

- Make strategic decisions within the Business Development team's remit, develop annual and quarterly plans, feed into strategy meetings, and present updates as required;
- Ensure appropriate internal processes in relation to strategically considering new funding opportunities, while promoting effective record keeping and use of the funder database;
- Work closely with development leadership and other relevant internal stakeholders to make improvements to fundraising and compliance processes and promote their uptake;
- Support the budget holder in planning and managing relevant budget lines and sometimes act as delegated budget holder for defined budget areas, in line with organisational policy.

## Team management and leadership

- Effective line management of staff, supporting their management of other team members, ensuring they are empowered to lead on their portfolios and promoting a culture of wellbeing and upholding ClientEarth's values;
- Assess the performance of direct reports and provide constructive, regular formal and informal feedback on performance, as well as supporting on supervisory responsibilities on HR matters;
- Mentor and support the professional development of line-managed staff, including active participation in internal and external learning and development opportunities;
- Define individual work priorities and well-tailored and achievable work programmes for each team member, delegating tasks and responsibilities accordingly.

## Location

This position is based in London and may involve occasional travel to other ClientEarth locations in line with our travel and environmental policies.

## Person specification

### Experience and knowledge

- Significant experience of working in a fundraising or business development role (essential);
- Demonstrable experience of building high-value pipelines, cultivating relationships with prospects and securing six and seven-figure multi-year grants (essential);
- Experience of working with senior internal and external stakeholders to build networks, deliver income and raise organisation profiles (essential);
- Strong knowledge of foundation, institutional and statutory income streams and financial processes (essential);
- Experience in planning and leading strategic initiatives and ability to convene colleagues internally and ensure delivery of workstreams (essential);
- Experience in line management and overseeing the work and development of team members (essential);
- Knowledge of and/or interest in environmental issues such as climate change, biodiversity, air pollution (essential);
- Knowledge of climate and/or litigation funders (desirable);
- Experience using fundraising databases and internal information management systems (e.g. Raiser's Edge, SharePoint) (desirable).

### Key Competencies

- Fluent ([CEFR level C2](#)) in English (essential)
- Fluent ([CEFR level C2](#)) in another European language (desirable).
- Ability to think and act strategically and with a long term vision, especially in directing a team's focus and making strategic decisions in relation to funding opportunities (essential);
- Excellent interpersonal and teamwork skills, with ability to foster positive working relationships with diverse internal and external stakeholders (essential);
- Ability to act diplomatically, understanding the standpoints of other teams and stakeholders, with a view to forging positive consensus (essential);
- Excellent writing, editing and verbal communication skills (essential);
- Excellent organisational skills and efficient management and prioritisation of multiple tasks and deadlines (essential);
- Ability to execute work independently and take the initiative when required (essential);
- Ability to understand and analyse budgets and financial information thoroughly (essential);
- IT skills (able to use MS Office, teleconferencing (Teams, Zoom) etc) (essential);
- Comfortable with remote or matrix management and working in a global organisation (essential);
- Strong alignment with ClientEarth's values and commitment to our vision, and mission and equity, diversity and inclusion strategy objectives (essential).