



Dialogue Earth

DEVELOPMENT MANAGER

(INITIAL 12-MONTH FIXED-TERM CONTRACT)





Who are we?

[Dialogue Earth](#) is an independent non-profit dedicated to producing exceptional environmental journalism and informed conversations on urgent climate and sustainability topics. Our unique model brings local voices to global audiences and global stories of hope, action and change to local communities.

Dialogue Earth researches, writes, commissions, edits and publishes news reports and analyses of environmental and climate threats, to stimulate the exchange of information and ideas between readers in diverse geographies.

We are committed to accurately portraying China's development impacts across the Global South through geopolitically even-handed reporting and constructive dialogue. A UK-registered charity headquartered in London, our approach is rooted in a network of specialist country editors located across South and Southeast Asia, Africa and Latin America, and delivered through reporting in eight languages, workshops and media partnerships. We seek to bring light, rather than heat, to crucial debates, and solutions to bear on complex problems.



Mission

Dialogue Earth serves the global movement for sustainability with compelling environmental journalism, delivered through local voices and knowledge, to build trust and encourage cooperation.

Vision

By 2030, we seek to become:

- The go-to source for new ideas, evidence-based insight and constructive dialogue on China's climate, environment and development impacts across the Global South.
- An engine for cooperation, alignment and better policymaking on climate and sustainability. Dialogue Earth uses reporting, dialogue and strategic communications to bring light, rather than heat, to crucial debates – and solutions to bear on complex problems.
- An important driver of policy conversations in target markets – countering polarisation and misinformation, informing crucial conversations and supporting progressive coalitions for change – for a just and sustainable climate future.





Values

Dialogue Earth fosters a regenerative culture that mirrors the ecological principles we champion. Our values include:

Inclusion: We create an open and collegiate work environment where all staff and partners are recognised and valued.

Collaboration: We have a partnership culture and create relationships that are more than the sum of their parts.

Respect: We recognise individual and cultural differences. We empower staff and teams to develop networks and nurture those partnerships.

Diversity: We strive to create a genuinely diverse workplace, publication and organisation.

Quality: We pride ourselves on our exacting standards, in our reporting and beyond.

Integrity: We value accurate, non-partisan reporting and trustful relationships. We value support, cooperation and constructive criticism.





Goals

Leading up to 2030, Dialogue Earth will seek to:

- Build on greater readership for Dialogue Earth, doubling the number of readers on a 2023 baseline.
- Deliver an impactful strategy for Dialogue Learning, our learning, partnerships and training initiatives, targeting policymakers and stakeholders in the Global South.
- Develop diversified income streams that include briefings for bold businesses and others seeking to make a difference.
- Scale our staff and operational capacity with new hubs in the Global South.
- Deepen our impact and contribution, building on our audience persona strategy and theory of change.





The role

Reports to: Chief Executive Officer

Role purpose

Senior fundraising and development role at a pioneering, mid-sized climate change journalism non-profit with a seven-figure budget. Overall responsibility for developing, securing and managing a trusts and foundations pipeline – during an important organisational inflection point – to help grow a sustainable, financially substantial and long-term income stream for our programmes, core and new activities. Working strategically with senior leadership and staff to maximise existing income sources and identify and evaluate new sources of income, including those beyond philanthropic donations.

Main duties and responsibilities

- Research and recommend funding opportunities for current and planned programmes at a dynamic climate change charity with a strong track record, team and culture. Manage and organise initial enquiries, funding applications, follow-ups and learnings from feedback.
- Draft clear and compellingly written fundraising materials, including cases for support, funding proposals and concept notes.
- Manage / support relationships with funders, delivering timely

appropriate tailored reporting, including funder reports and other communications.

- Oversee and manage the preparation of bespoke, accurate and clear grant reports, rooted in our measurement, evaluation and learning strategy, along with other fundraising materials.
- Work strategically with the senior management team (SMT) to develop plans to maximise income to achieve annual fundraising targets and, together with the editorial and leadership teams, meet with funders and donors to understand their interests, priorities and present proposals.
- Chair bi-weekly meetings with the SMT to present opportunities and actions, and agree on priorities and approaches to donors.
- Collaborate with colleagues, especially in the editorial and operations teams, to gather information on project needs, aims and deliverables; ensure that what is presented to funders is aligned with the delivery side of the organisation.
- Oversee the management of the grants database and ensure it is regularly checked and updated, and that leads are followed up.
- Manage internal fundraising processes.
- Build and maintain positive relationships, both with internal stakeholders and funders.
- Assist in relationship and account management for non-philanthropic income streams.
- Assist in delivering events to update existing and attract new funders, ensuring appropriate follow-up.
- Assist in crafting presentations to funders, working with the broader team to develop film / materials.

Person specification

Knowledge & experience

Essential

- Considerable relevant work experience in a senior fundraising or philanthropy position in the environmental, climate and/or non-profit journalism/media sector.
- Proven experience in securing income from trusts and foundations, ideally at the six-figure level and above.
- Previous experience of managing a portfolio of donors at different stages.
- Experience of account management in a commercial or charity setting.
- Experience of developing a fundraising team and growing a mixed fundraising portfolio.
- Experience of using Salesforce, or a comparable CMS.
- Fluent in written and spoken English; other modern languages are an asset.

Desirable

- Proven track record of securing complex corporate partnerships would be an advantage.
- A track record in fundraising from companies and delivering partnership activities, successfully retaining and developing relationships with companies.
- A clear understanding of strategic account management, fundraising techniques and the motivations for corporate involvement in charity partnerships.

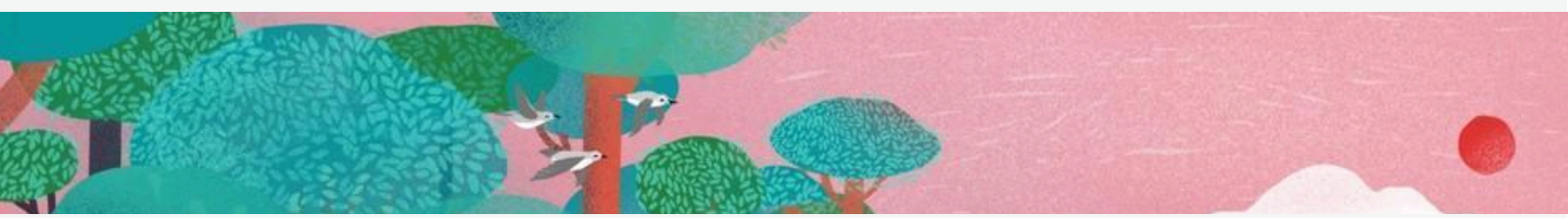


Skills and competencies

- Excellent analytical skills.
- Meticulous organisation.
- Ability to meet multiple priorities to tight deadlines.
- Compelling and engaging communicator.
- Excellent written and verbal communication skills, with demonstrable experience drafting clear, precise and engaging copy, winning fundraising proposals and supporting materials.
- Ability to deliver presentations and engage with a wide range of stakeholders.

Personal attributes

- Excellent relationship-building skills.
- Collaborative worker to grow new relationships externally and internally.
- Friendly, self-motivated and confident, able to connect easily with colleagues and funders while maintaining a highly professional approach.





How to apply

Dialogue Earth has engaged the services of Liz Johnston, HR Consultant, to whom applications should be sent.

To apply for the role of Development Manager, please submit your CV to liz.johnston@digitalrecruitment.org, along with a covering letter (no more than 2 sides of A4) setting out:

1. Your interest in the role; and
2. Details of how you meet the following criteria from the Person Specification:
 - Considerable relevant work experience in a senior fundraising or philanthropy position in the environmental, climate and/or non-profit journalism/media sector;
 - Proven experience in securing income from trusts and foundations, ideally at the six-figure level and above;
 - Excellent analytical skills;
 - Compelling and engaging communicator.

Timetable

There will be one interview and a timed exercise to gauge your writing skills.

Applications will be reviewed on a rolling basis, so early application is recommended.

Terms and conditions of employment

Salary: £50,000 per annum. Initially, the contract will be fixed-term for a period of 12 months, with the expectation to extend further.

Working hours: 32 hours per week from 9am–6pm. We offer a four-day working week, with full-time pay.

Hybrid working: Staff must attend the office at least two days per week. Attendance is mandatory on Tuesdays and staff can choose which other day(s) they attend.

Pension: Defined contribution pension plan, with 5% employer contribution, 4% employee contribution and 1% tax relief contribution into an ethically conscious pension plan.

Holidays: 28 days per annum, including Bank Holidays.

Location: Shoreditch, London.

Culture: Our office is a bright open-plan working space, with a great staff culture, a friendly and dynamic team, and an office dog called Poppy.

We encourage applications from all regardless of age, sexuality, socio-economic background, disability, ethnicity, gender, religion or beliefs. We are committed to building a culture of belonging and inclusion, and this is reflected in our policies and practices. We work to support our employees to achieve a healthy work-life balance.

For detailed information on how your personal data is processed, please review the [Privacy Policy](#) on the website.