

## **DEVELOPMENT MANAGER**

**SALARY: £37,500 | LOCATION: REMOTE BASED WITH UK TRAVEL | CONTRACT: PERMANENT, FULL TIME**

### **The Digital Poverty Alliance / Learning Foundation**

We aim to end digital poverty in the UK once and for all. We bring together charities, corporates and government to address the underlying issues stopping families gaining full access to digital services such as education, healthcare and employment. We seek social change through our National Delivery Plan, whilst also delivering solutions in local areas that help real people and provide evidence for change.

The whole team work remotely from their homes. Our roles seek to recognise the importance of a good work/life balance, and we do not have fixed offices. We do everything we can to accommodate flexible working, including working part-time, job shares and other arrangements. Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore. We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results. We want our team to represent the diversity of people and communities. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

### **JOB DESCRIPTION**

#### **About this role**

Are you talented in identifying funding streams and achieving successful income generation strategies? Do you enjoy writing bids, whilst developing new ideas that can increase income? Have you had experience increasing numbers of organisational partners?

Then this could be the role for you. At the Digital Poverty Alliance, we are looking for our new Development Manager. We need someone who can lead our development function whilst working alongside our CEO, managing a range of fundraising initiatives whilst also using sales techniques to raise awareness of our Industry Forum and school Donation Management Service (DMS).

This is an exciting, high profile and fast-paced role, joining our small team and working alongside partners, schools and our wider stakeholders to effect real change for people. You will report directly to the Chief Executive.

This is an exciting time to join us. Our work splits into two main areas – the first is advocacy and research, where we seek partnerships that will allow us to grow our nationwide campaigns and calls for action, as set out in the DPA's National Delivery Plan. The second, a growth area for us, is delivery of programmes that help real people – such as our Tech4 suite of initiatives, which support a range of beneficiaries, but commonly young people and families, to access kit, connectivity, skills and support, and our Donation Management Service which works on a school by school basis to ensure parental donations support year groups gain class-wide one to one devices.

The Development Manager will work with the CEO and our team to facilitate this growth in impact, understanding and influence and encourage new partnerships, while ensuring our donors and supporters feel informed and engaged.

As an initiative, the DPA aims to work through partners in delivering to our core mission and, as such, we retain only a small core team. As such, you'll lead on the fundraising function and the DMS relationships, but work within a highly supportive team where income targets are shared.

Whilst the role is remote based, you will regularly need to attend in-person meetings and events in central London (daytime and evening), as well as undertaking travel across the UK. This will include

supporting set up at conferences and events, and may include overnight stays. A driving licence is not essential.

You will be ready to “roll up your sleeves” and get involved in other projects at times, as part of a small and dedicated team, and take on administrative and logistical tasks.

### **Key responsibilities**

- Writing grant applications, bids and proposals to corporates, public sector and third sector organisations as part of formal and informal fundraising application processes.
- Secure new memberships to the Digital Poverty Alliance Industry Forum, a corporate membership scheme for businesses seeking to take action on digital poverty, working with the CEO and colleagues leading on policy and public affairs.
- Lead on bringing in new client schools for the DMS, growing the network of schools and families supported by and supporting this programme.
- Lead the account management process for schools who are part of our Donation Management Service (DMS) programme, retaining existing customers.
- Work with CEO and SMT to create and maintain strong fundraising partnerships with large and small organisations key to our work.
- Work with the CEO to spot new opportunities for initiatives with an eye to developing new corporate partnerships and sponsorships, whilst working within the resources of a small organisation.
- Identifying grant routes, commissioning opportunities, potential consultancy clients and donor opportunities, including prospect research.
- Iterate our fundraising strategy for increasing income, including developing new ideas to drive revenue.
- Provide support to the CEO who manages the largest strategic partnerships.
- Contribute to marketing, PR, social media and related communications activities in relation to partner activities and digital fundraising, including leading the marketing strategy for the DMS.
- Prepare high quality collateral and assets to support partnership working, including presentations and reports.
- Work with colleagues to role model best practice in partnership development.
- Project manage initiatives related to fundraising, using recognised tools and techniques.
- Maintain a strong understanding of the digital poverty landscape, including across policy, research and interventions, to inform partner development.

**NB:** This role will require attending meetings in London and travel across the UK, and may include occasional evening work or overnight stays. As part of a small team, this will include attending conferences, exhibiting on behalf of the DPA, and supporting other events.

Your appointment will be subject to appropriate DBS checks.

### **Person specification**

#### **Essential**

- Strong track record of partnership and account management for driving income generation
- Commercial awareness and aptitude for understanding the needs of corporate, public and third sector partners
- Excellent understanding of how to influence and negotiate
- Strong verbal and written communications skills
- Track record of writing successful grant applications and bids
- Experience of representing an organisation externally; in meetings and on public platforms

- Emotional awareness to ensure that messaging is sensitive to our beneficiaries
- Highly organised with the ability to track multiple projects and partners
- Experience using relevant software tools
- Talented in using CRM software to drive reporting
- A commitment to the DPA mission
- Experience of how charity or social change engagement operates
- A commitment to equality, diversity and inclusion
- The ability to work proactively from home, and used to using remote working tools
- The ability to travel occasionally within the UK, including some overnight stays

#### **Desirable**

- Experience of using CRM software, ActiveCampaign and/or Beacon specifically
- Experience of project co-ordination
- Experience of data management & good analytical skills
- Experience of creating tracking metrics and visually displaying these
- Experience of working within a smaller charity with large partners
- Knowledge of the digital exclusion sector

*The Digital Poverty Alliance is the working name of the Learning Foundation – registered charity 1086306.*

*Like every organisation, we are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment on the basis of any protected characteristic. Moreover we believe that a staff team made up of people from diverse backgrounds makes us a stronger organisation.*

*We do highlight that this is a fully remote role – we spend our funding on people not premises. Many of us are in contact all day via Microsoft Teams. We also seek to find opportunities for team members to meet in person where possible, within an organisation with staff all over the country.*

Learning Foundation, Registered Charity in England and Wales: 1086306, Registered Company in England and Wales 3978344. Registered office 3<sup>rd</sup> Floor, 86-90 Paul Street, London EC2A 4NE.