



Impetus



**Information Pack – Head of
Development (maternity cover)**

Dear Applicant,

Thank you for requesting the application pack and for your interest in working for Impetus.

This pack contains all the relevant information you will need to apply for this role:

- Information about [the organisation](#) and [our values](#)
- Information about [the team](#) and [the role](#)
- The [job description](#) – [key responsibilities](#) and [person specification](#)
- Our [commitment to equality, diversity and inclusion](#)
- Details on the [application and recruitment process](#)
- [Terms and conditions and benefits](#) of working for Impetus

The closing date for receipt of completed applications is 11.59pm Sunday 17 May 2026.

If you would like to find out more about this role or have any questions regarding the recruitment process please contact recruitment@impetus.org.uk.



About Impetus

Impetus transforms the education and employment outcomes of young people from disadvantaged backgrounds.

We do this by using our deep expertise and high calibre networks to give the best nonprofits in these sectors the essential ingredients to have a real and lasting impact.

Through a powerful combination of long-term funding, direct capacity building support from our experienced team and our pro bono partners, alongside research and policy influencing to drive lasting systems change, we work towards a society where all young people can thrive in school, pass their exams and unlock the doors to sustained employment, for a fulfilling life.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our portfolio partners and the young people we serve.

Impetus is a registered charity, and our charity number is 1152262.



Our Values

In 2022 the Impetus staff agreed the following set of Values to act as our guiding principles as an organisation and help us to remain focused on achieving our mission to support young people from disadvantaged backgrounds.

We are brave and curious

We are bold and brave in our pursuit of better outcomes for young people. We lead with curiosity and stay open to new perspectives. We support one another to take considered risks and learn together.

We bring high trust, high challenge

We build strong, long-term relationships through honesty, kindness, integrity, and respect. We create the space for open, constructive challenge, where colleagues, partners and supporters feel safe to speak up, hold each other to account, and bring their best in pursuit of our mission.

We are evidence led and results driven for young people

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

We thrive through diversity

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

We always seek collaboration

We will not succeed alone. We seek meaningful, productive partnerships with others to achieve our mission and drive systems change for young people.

About the team

The Philanthropy team raises income for Impetus and for Impetus partner charities. The team consists of 15 staff. Impetus has an annual income of c.£11 million which we are looking to grow significantly within the next few years. The team is led by the Director of Philanthropy and Partnerships.

The Philanthropy team works with major donors, corporates and grant making trusts, as well as collaboratively with colleagues across the organisation to ensure we make a compelling case to generate new financial commitments and wider support for our work. The team also deliver a high-quality engagement programme of volunteering and pro bono for Impetus's corporate supporters.

Impetus is driven by a shared belief in tackling the barriers that hold back young people from disadvantaged backgrounds in education and employment. Alongside investing extensive financial and non-financial support in our charity partners through our Investment team we also seek to influence decision makers to design and implement evidence led policy and direct new resources to get young people the support they need through our Public Affairs team. We are resolutely focused on outcomes, driven by quality evidence.

You would be joining a team that is passionate, ambitious, determined and warm. We care deeply for our colleagues, our charity partners and the young people we serve.



About this role

This role is a 12-month maternity cover, supporting an important phase of delivery and development within the Philanthropy team. The postholder will work closely with colleagues to maintain momentum in new business activity while contributing to strategic account management and stewardship.

The Head of Development is a senior role within the Philanthropy team, with a primary focus on new business development. This includes identifying, cultivating and securing new funding relationships across trusts, foundations, corporates, co-investment partners and high-net-worth individuals.

Alongside new business delivery, the role also provides strategic account management for a small portfolio of high-value partners, ensuring smooth transitions from acquisition into long term stewardship.

This role works alongside the Head of Philanthropy, with both roles contributing to the success of the Philanthropy team. The Head of Philanthropy leads on deep stewardship and retention, while the Head of Development focusses on new income generation and building relationships with new funders and partners.

The postholder will work closely with the Director of Philanthropy & Partnerships, Philanthropy Directors as well as Senior Research and Insights Manager, contributing specialist expertise, strong delivery and sound judgement, while operating within agreed strategy and governance frameworks.



Why work with us?

Working at Impetus means joining an organisation that is serious about impact and serious about people. Our values actively guide how we make decisions, how we work together and how we deliver change.

In the Philanthropy and Partnerships team, you will:

- Be part of a high-performing and respected fundraising team
- Build meaningful, long-term relationships with thoughtful, impact-driven donors
- Develop your skills across the full fundraising cycle, supported by strong leadership
- Work on some of the charity sector's most exciting and long-term partnerships
- See a clear connection between your work and improved outcomes for young people

If you are motivated by purpose, enjoy working to a high standard, and want to be part of a team that is ambitious about both impact and excellence, we would be delighted to hear from you.



Harbi Jama

Harbi Jama
Director of Philanthropy & Partnerships



Job description

Title:	Head of Development (maternity cover)
Team:	Philanthropy and Partnerships
Reports to:	Development Director (New Business)
Salary:	£56,208 per annum plus benefits
Grade:	3
Contract:	12-month fixed term contract (maternity cover)
Working hours:	Full time (37.5 hours per week) or part time (we are happy to consider requests for part time hours)*
Location:	Hybrid working - at least two days per week in the Impetus office (currently based in Charing Cross, Central London). We may ask you to come to the office three days per week during the first three months to help set you up well for success – ensuring you get the support you need to thrive. In addition to this, all staff are expected to attend regular Impetus in person events. These include staff away days, training events and a monthly Townhall meeting where we come together in person for lunch and intentional cross-team working
Starting date:	June/July 2026

**We recognise the importance of a good work / life balance. We do everything we can to accommodate flexible working, including working from home, working part-time, job shares and other arrangements. Please let us know in your application or at any stage throughout the process (and beyond) if these are options you would like to explore.*

Key responsibilities

New business development

- Support the Director of Philanthropy & Partnerships and Development Director on the development and delivery of the new business plan in line with the fundraising strategy.
- Works with the Senior Research and Insights Manager to identify emerging funding trends, opportunities, market opportunities and best practice.
- In collaboration with the Development Director and Growth and Insights Director, lead the delivery of agreed cultivation strategies for priority prospects, proactively progressing relationships from qualification through to solicitation and conversion, leveraging senior stakeholders, board members, donor advocates and wider networks.
- Develop and deliver compelling cultivation strategies and tailored pitch plans for priority prospects, including designing and building new donor acquisition vehicles (e.g. committees, cultivation events and targeted communications), working collaboratively with colleagues across Impetus.
- Lead and support high-level meetings, pitches and negotiations with prospective donors, positioning Impetus as a credible and strategic partner.
- Work with trustees, senior leaders and pro bono supporters to leverage networks and secure introductions to new prospects.
- Ensure high-quality written and verbal communications with prospective donors.

Account management and stewardship

- Manage a targeted portfolio of high-value donors of six figures and supports on seven figure partnerships, ensuring excellent stewardship, timely reporting and meaningful engagement.
- Act as a relationship lead for selected donors, building trust and ensuring a smooth transition from new business to long-term stewardship.
- Own and deliver tailored account plans for assigned donors, with a focus on renewal, upgrade and long-term relationship value.
- Oversee the delivery of high-quality donor communications for assigned donors, including reports, impact updates, and engagement opportunities.
- Ensure robust portfolio management, including accurate forecasting, pipeline management, and use of CRM systems.
- Identify opportunities to deepen relationships through increased giving, multi-year commitments or broader engagement with Impetus' work.
- Works closely with Development Director on supporting Funds i.e. Connect, Skills, Attainment or Engage as needed.

- Supports or leads on committees such as Futures or Real estate.
- Represent Impetus externally with professionalism and credibility.

Cross-team working and organisational contribution

- Ensure consistent standards and best practice across account management and donor stewardship.
- Collaborate closely with the Head of Philanthropy to ensure seamless handover from acquisition to stewardship and a coherent donor experience.
- Contribute insight from prospecting and market scanning to inform proposition development and strategic planning.
- Ensure all activity aligns with Impetus' gift acceptance, due diligence and ethical fundraising policies.
- Champion best practice in prospecting, pipeline management and new business development across the team.
- Build a collaborative, inclusive, high quality team culture aligned with Impetus' values.



Person specification

Essential

- A strong track record of raising six-figure+ philanthropic income from grant-making trusts and foundations, corporate foundations and/or individual donors, including experience with high-net-worth individuals.
- Proven ability to lead and deliver the full fundraising cycle, from prospecting and cultivation through to solicitation, stewardship and renewal.
- Demonstrated strategic thinking, planning and delivery skills, with the ability to generate ideas, translate them into practical account plans, and execute them effectively.
- Excellent research, prospecting and qualification skills, with the judgement to prioritise high-value opportunities.
- A proactive, creative and innovative approach to fundraising, with the ability to adapt and develop creative donor centred approaches.
- Experience operating with senior stakeholders, including trustees, board members and other high-level external partners.
- Outstanding relationship management skills, with the ability to establish, manage and deepen trusted relationships with internal and external stakeholders.
- Highly collaborative, contributing positively to team objectives and cross-organisational priorities.
- Excellent written and verbal communication skills, with the ability to communicate impact and value clearly and persuasively.
- Strong financial and portfolio management skills, including the ability to plan, forecast and deliver against income targets and budgets.
- Ability to work well under pressure, managing multiple priorities and deadlines effectively.
- A clear commitment to Impetus' mission and values.
- A strong commitment to equality, diversity and inclusion.

Desirable

- Experience managing and stewarding multi-year, five- to seven-figure partnerships.
- Experience line managing and developing fundraisers or relationship managers.
- Experience working within a charity, foundation, venture philanthropy or intermediary organisation.
- Familiarity with CRM systems (e.g. Salesforce), income forecasting and portfolio reporting.
- Experience supporting or contributing to new business development strategies at a senior level.

Our commitment to equality, diversity and inclusion

We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.

We want our team at Impetus to represent the diversity of the people and communities we serve. 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.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, 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.

Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation. We value diversity and welcome applications from people of all backgrounds.



How to apply

Please click [here](#) to apply.

You will need to:

- **Complete the online form** (including the equal opportunities monitoring form)
- **Upload a comprehensive CV and supporting statement**

The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission.

As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

The deadline for applications is 11.59pm Sunday 17 May 2026.

Interview

First round interviews will take place: **week commencing 25 May 2026.**

Second round interviews will take place: **week commencing 01 June 2026.**

You will also be required to provide proof of your eligibility to work in the UK.

Personal Data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

Terms and conditions and benefits of working for Impetus

We are committed to supporting staff in a range of way. The tables below detail some of the support provided:

Financial and Wellbeing Support		
Benefit	Details	Eligibility
Pay	We benchmark pay in the whole charities market and we set our pay line at the market upper quartile and pay our people in a range +/- 10%.	All staff eligible.
Pension	In line with auto enrolment legislation all eligible employees will be automatically enrolled into The Pensions Trust pension scheme. 5% employer contribution. 3% employee contribution.	All staff eligible.
Life Assurance	Four times salary.	All staff eligible.
Occupational Sick pay (OSP)	Six weeks full pay and six weeks half pay in rolling 12 month. Staff eligible from day one of employment.	All staff eligible subject to statutory requirements.
Health cash plan	Allows staff to claim money back for health treatments and access to services. Also includes employee assistance, discounted rates to health partners and gym memberships.	All staff eligible.
Employee assistance programme	Health Assured provides a comprehensive employee support service which includes a 24/7 confidential helpline, counselling and bereavement support, financial, legal and medical information, Wisdom Mobile App and online resources.	All staff eligible.
Eye test vouchers	Reimburse for the cost of eye examination up to the value of £25 per annum.	All staff eligible.
Season ticket loan	Interest free - repayable over 10 months.	On completion of six-month probation period.

Financial and Wellbeing Support

Benefit	Details	Eligibility
Cycle to work scheme	Staff save up to 42% on a new bike, e-bike and cycling accessories through this salary sacrifice benefit and can spread the cost of their bike and accessories interest-free over 12 months.	All staff eligible.
Home and Tech Scheme	Staff save up to 8% on home and tech products at Currys and IKEA, through this salary sacrifice benefit and can spread the cost interest-free over 12 months.	All staff eligible.
BHN Extras	Staff discount site offering special perks for employees.	All staff eligible.
Give as you earn (GAYE)	Membership to scheme to enable employees to make donations exempt from National Insurance.	All staff eligible.

Work life balance

Benefit	Details	Eligibility
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible.
Hybrid working/ work from home	<p>Opportunity to work remotely and in the Impetus office.</p> <p>All staff are expected to attend at least two days per week in the office as well as regular Impetus in-person events such as staff away days, training events and a monthly Townhall meeting where we come together in person for lunch and intentional cross-team working.</p> <p>More regular home working may be agreed through a flexible working request.</p>	All staff eligible.

Work life balance		
Benefit	Details	Eligibility
Annual leave	28 days plus bank holidays (this includes three days between Christmas and New Year) pro-rata for part time staff.	All staff eligible.
	Flexible bank holidays. Staff can choose to work on five of the UK bank holidays and use their annual leave on alternative days (except for those bank holidays that fall during Christmas Closure).	All staff eligible.
	Birthday leave – staff can take a day of leave on their birthday (or the closest available working day if it falls on a bank holiday or weekend)	All staff eligible.
	Ability to carry over a maximum of five days with any additional days to be at discretion of relevant member of SMT and Director of Finance and Operations and allowed only on an exceptional basis	Staff with three years service.
	After three years service staff will receive an additional two days annual leave (pro rata). Total entitlement 30 days per year.	Staff with three years service.
Unpaid leave	Option to request additional unpaid leave. Employees can request up to five days unpaid leave per year (pro rata).	All staff eligible (after one months service).
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR.	All staff eligible.

Family Friendly		
Benefit	Details	Eligibility
Maternity leave	Statutory Maternity Leave (SML) - 52 weeks.	All staff eligible subject to statutory requirements.

Family Friendly		
Benefit	Details	Eligibility
Maternity pay	Statutory Maternity Pay (SMP) - six weeks at 90% salary followed by 33 weeks at SMP rate.	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected).
	Occupational Maternity Pay (OMP) -13 weeks at full pay followed by 33 weeks at Statutory Maternity Pay (SMP) rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected).
Paternity leave	Statutory Paternity Leave (SPL) - two weeks.	All staff eligible subject to statutory requirements.
Paternity pay	Occupational Paternity Pay (OPP) - four weeks at full pay.	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected).
	Allows staff to claim money back for health treatments and access to services. Also includes employee assistance, discounted rates to health partners and gym memberships.	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected).
Adoption leave	Statutory Adoption Leave (SAL) maximum 52 weeks.	All staff eligible subject to statutory requirements.
Adoption pay	Statutory Adoption Pay (SAP) six weeks at 90% followed by 33 weeks at SMP rate.	Continuously employed for at least 26 weeks up to any day in the week they were matched with the child.
	Occupational Adoption Pay (OAP) - 13 weeks at full pay followed by 33 weeks at Statutory Adoption Pay (SAP).	Continuously employed for at least 52 weeks up to any day in the

Family Friendly		
Benefit	Details	Eligibility
		“qualifying week” (15th week before the child is expected).
Shared parental leave	Statutory - maximum 50 weeks.	All staff eligible subject to statutory requirements.
Shared parental pay	Statutory Shared Parental Pay (ShPP) - maximum 37 weeks at ShPP rate.	Continuously employed for at least 26 weeks up to any day in the “qualifying week” (15th week before the child is expected).
	Occupational Shared Parental Pay (OShPP) - 9 weeks at full pay.	Continuously employed for at least 52 weeks up to any day in the week they were matched with the child.
Parental leave	Statutory - 18 weeks of unpaid leave.	All staff eligible subject to statutory requirements.
Compassionate leave and pay	Discretion of line manager (up to five days paid).	All staff eligible subject to criteria (which include, for example, closeness of family member in event of death in family).
Parental Bereavement leave and pay	Two weeks paid leave.	All staff eligible subject to statutory requirements.
Dependency leave and pay	Discretion of line manager (up to five days paid).	All staff eligible subject to criteria.
Carers leave and pay	One week paid leave	All staff eligible subject to statutory requirements

Professional Development		
Benefit	Details	Eligibility
Learning and development	<p>A range of organisational and individual training and development opportunities.</p> <p>Budget - £750 is allocated to each individual annually, plus a central budget agreed annually.</p>	All staff eligible.
Professional subscription	May be able to help - discuss with line manager and HR.	Relevant to role.
Professional qualification	May be able to help - discuss with line manager and HR.	All staff eligible.
Sabbatical leave	Opportunity to request up to three months unpaid sabbatical leave.	After 10 years' service.