



Development Manager

*Home working with occasional meetings in Central London
12 months (initial contract), 14 hours per week part-time
Salary: £35,000 pro rata*

Job Description

The Sociological Review Foundation is embarking on an exciting phase of growth and development, and we are seeking our first Development Manager to join our team. This role, reporting directly to the Operations Director, presents a unique opportunity to drive the organisation's strategic growth initiatives and fundraising calls, expand partnerships, and generate revenue through the sale of services.

As a key team member, the successful candidate will work closely with the Operations Director, Deputy CEO, Management Team, and other stakeholders. They will be responsible for shaping the overall fundraising and development strategy of the organisation, including:

- Playing a crucial role in developing and implementing a comprehensive fundraising and development strategy that is instrumental in supporting the organisation's mission and goals.
- Identifying and securing new funding opportunities through partnerships, grants, sponsorships, the sale of services and other income streams.
- Building and maintaining strong relationships with donors, partners, and key stakeholders to enhance engagement and support.
- Leading efforts to diversify and expand income sources, ensuring sustainable growth.
- Collaborating with various teams to align development initiatives with organisational objectives.

The successful candidate will have solid experience in development and fundraising, a talent for strategic thinking and relationship building, and a proven track record in driving organisational growth.

To apply, please send your CV and a cover letter to Operations Director Attila Szanto, operations@srfl.org. Your covering letter should be no longer than 1000 words, demonstrate how you meet the person specification, and give us an idea of your motivations and what you would bring to the role. For an informal conversation about the role, please contact Deputy CEO Maria Bellocci, maria.bellocci@thesociologicalreview.org. The deadline for applications is the 23rd of September 2024.

Main responsibilities

Strategic Development & Fundraising

- Lead the development and implementation of a strategic growth plan to enhance the organisation's impact and reach.
- Identify and pursue new funding opportunities, including grants, partnerships, sponsorships, and other revenue streams.
- Develop and manage relationships with current and prospective donors, partners, and stakeholders to build long-term support.
- Oversee the creation and execution of fundraising campaigns and events, ensuring alignment with the organisation's strategic goals.
- Monitor and evaluate the effectiveness of development initiatives, making adjustments as needed to achieve targets.
- Research and write grant proposals, ensuring alignment with funding requirements and organisational needs.

Service Development & Sales

- Develop and implement a strategy to promote and sell the organisation's services, including podcasting, research, consultancy, and training.
- Identify potential clients and market opportunities to expand the reach and impact of the organisation's services.
- Build and maintain strong client relationships, ensuring high satisfaction and repeat business.
- Collaborate with internal teams to develop service offerings that meet market demand and align with the organisation's mission.
- Manage the sales process from lead generation to contract negotiation and closing, ensuring effective follow-up and client engagement.
- Track and report on sales performance, providing insights and recommendations to improve outcomes.

Operational Management

- Manage the development budget, ensuring cost-effective use of resources to achieve strategic objectives.
- Collaborate with the Management Team to align development efforts with organisational priorities and capacity.
- Oversee the development of marketing and communication materials to support fundraising and partnership efforts.
- Develop and implement systems and processes to streamline development activities and improve efficiency.
- Provide regular updates to the Operations Director and the Board on development progress, challenges, and opportunities.

Relationship Building & Stakeholder Engagement

- Build and maintain strong relationships with key stakeholders, including donors, partners, community leaders, and other organisations.
- Represent the organisation at external events and meetings to promote its mission and secure new partnerships.
- Facilitate effective communication and collaboration across teams to ensure a unified approach to development.

Person Specification

	Essential	Desirable
At least three years' experience in a development or fundraising role in a small or medium-sized charitable organisation	✓	
Proven track record of securing funding from various sources, including grants, sponsorships and partnerships	✓	
Strong strategic thinking and planning skills	✓	
Excellent communication and interpersonal skills with the ability to manage multiple stakeholders	✓	
Experience in developing and executing successful fundraising campaigns and events	✓	
Demonstrable experience in building and maintaining relationships with donors, partners, and clients	✓	
Proven ability to sell services and manage client relationships effectively	✓	
Ability to manage multiple projects and priorities simultaneously, with strong attention to detail	✓	
Self-motivated and able to work autonomously, take initiative, and make decisions	✓	
Ability to work as a member of a team	✓	
Demonstrable knowledge of an interest in staying abreast of issues surrounding sociology, higher education and publishing		✓
Experience in using fundraising CRM database		✓
Experience in using third-party fundraising platforms, e.g. JustGiving		✓
Experience in digital fundraising		✓
Experience of working in the Higher Education or publishing sector		✓
Experience working with national press		✓
Experience in PR and lobbying/public affairs		✓