



## 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 a 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.

The successful candidate will work closely with the Operations Director, Deputy CEO, Management Team, and other stakeholders as a key team member. 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 supports the organisation's mission and goals.
- Developing and securing diverse funding opportunities through strategic partnerships, grants, sponsorships, and income-generating services.
- 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 at [operations@srfl.org](mailto:operations@srfl.org). Your cover letter should not exceed 1000 words, clearly demonstrate how you meet the qualifications, and provide insight into your motivations and what you would contribute to the role. For an informal discussion about the position, please contact Deputy CEO Maria Bellocci at [maria.bellocci@thesociologicalreview.org](mailto:maria.bellocci@thesociologicalreview.org). The deadline for applications is May 2, 2025.

## ***Main responsibilities***

### **Strategic Development and Fundraising**

- Lead the design and delivery of a strategic development plan to support the organisation's long-term sustainability and growth.
- Proactively identify and pursue diverse income opportunities, including grant funding, strategic partnerships, sponsorships, and other revenue streams.
- Cultivate and steward strong relationships with current and prospective funders, partners, and stakeholders to build long-term support.
- Support the design and execution of fundraising campaigns and events, ensuring alignment with the organisation's strategic goals.
- Assist the team in mapping out costs and budgets for upcoming and potential events to ensure financial viability.
- Monitor and evaluate the effectiveness of development initiatives, making adjustments as needed to achieve targets.
- Draft compelling, well-researched funding proposals and applications that reflect the organisation's goals and priorities.

### **Service Development and Income Generation**

- Develop and implement a strategy to expand the reach and impact of the organisation's services, including podcasting, research, consultancy, and training.
- Conduct market research to understand audience needs and position SRF's services effectively.
- Identify new opportunities and audiences to expand the reach and impact of the organisation's services.
- Collaborate with colleagues to develop and refine service offerings that meet market demand and align with the organisation's mission.
- Coordinate the client journey from lead generation to contract negotiation, project delivery and feedback, ensuring a professional and responsive approach.
- Track and report on income growth, 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.
- Work closely with the communications team to create compelling content that enhances donor and partner engagement.
- Utilise Salesforce effectively to measure and track fundraising and development efforts.
- Provide regular updates to the Operations Director and the Board on development progress, challenges, and opportunities.

### **Relationship Building and Stakeholder Engagement**

- Build and maintain strong relationships with key stakeholders, including donors, partners, community leaders, and other organisations.
- Amplify testimonials from past beneficiaries to showcase SRF's impact in donor communications, funding proposals, and outreach efforts.

- Act as a key liaison between SRF and external funding bodies, strengthening SRF's visibility within the philanthropic and academic sectors.
- 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***

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