

Job Description

Job Title	Head of Development
Hours	28.8 hours per week (4 days / 80%), part-time, permanent
Reports to	Chief Revenue Generation Officer
Responsible for	Events & Training Manager
Location	Remote or Hybrid (office in London)

Team purpose:

The revenue generation team is dedicated to fostering a dynamic member community and broadening financial sources, enhancing both sustainability and outreach. The team's chief objective revolves around drawing in and keeping members actively engaged and supportive. Concurrently, the team is tasked with investigating and enacting a variety of revenue-generating strategies, such as sponsorships, training, and other creative ventures, to ensure a diversified financial foundation. The team endeavours to nurture a robust community spirit, where members are encouraged to contribute, engage collaboratively, and reap the benefits of their involvement with Learning on Screen. This approach not only solidifies the financial stability of the organisation but also promotes growth through an array of income opportunities.

Accountable to the Chief Revenue Generation Officer, the Head of Development works collaboratively with the Membership Manager and Head of Marketing & Communications to deliver our new strategy for 2023 – 2027 and beyond.

Scope of the role:

The Head of Development is responsible for strategically shaping and advancing Learning on Screen's financial landscape. This role is pivotal in conceptualising and executing sustainable financial models that reinforce the organisation’s robustness and underpin the attainment of its strategic imperatives.

This position entails assuming responsibility for the development, deployment, and governance of an intricate strategy for income diversification. It demands a proactive leadership approach to the identification, implementation, and stewardship of new and diverse revenue streams.

Core responsibilities:

Under the guidance of the Chief Revenue Generation Officer:

Income Diversification Strategy:

- Developing and implementing a robust income diversification strategy aligned with the organisation's strategic goals.
- Identifying potential revenue streams, including sponsorships, partnerships, fee-based services, and innovative initiatives.

Stakeholder Engagement and Relationship Building:

- Cultivating and maintaining relationships with existing and potential funding partners, sponsors, and supporters.
- Collaborating with internal and external stakeholders to identify mutual opportunities for income generation and sustainable partnerships.

Sponsorship and Partnership Development:

- Identifying, approaching, and negotiating with potential sponsors and partners to secure financial support and mutually beneficial collaborations.
- Structuring sponsorship packages and partnership agreements to maximise value for both the organisation and partners.
- Collaborating with other teams to promote campaigns effectively.

Financial Analysis and Reporting:

- Analysing financial data related to diverse income streams, track performance, and identify areas for improvement.
- Providing regular reports to the senior leadership team, highlighting achievements, challenges, and financial projections.

Team Leadership and Development:

- Leading, motivating, and guiding the development team, fostering a culture of collaboration, innovation, and continuous improvement.
- Conducting performance evaluations, set goals, and provide developmental opportunities to enhance the team's effectiveness and productivity.

Organisational Effectiveness:

- Developing and executing operational work plans and schedules, meeting specific milestones for delivery.
- Providing regular reports on work progress, using key performance indicators (KPIs/OKRs) and organisational targets.
- Fostering effective communication with other teams to ensure colleagues are aware of work.
- Ensuring proper recording, processing, and maintenance of organisational knowledge and information in accordance with good administration practices.

General:

- Staying updated on relevant educational issues and developments impacting key audiences and the sector.
- Fulfilling other duties as requested by the CEO and the senior leadership team.
- Attending and actively participating in team away days, performance, development, and training programmes.
- Adhering to organisational policies and practices as set out in the Staff Handbook.
- Taking responsibility for the health, safety, and welfare of oneself, staff members, and visitors.

- Demonstrating commitment to ongoing professional development.

The job description is subject to occasional amendments and is not considered a part of the employment contract. Flexibility is required within the broad scope of the position.

Person Specification

The Head of Development is be expected to demonstrate the following:

Essential

Experience and Qualifications:

- Relevant qualification in Business Administration, Marketing, Fundraising, Non-profit Management, or a related field.
- Demonstrable experience in development, partnership building, or income diversification within the non-profit or related sectors.

Income Diversification Expertise:

- Demonstrated success in designing and implementing income diversification strategies, including securing sponsorships, partnerships, and other revenue streams.
- Proven experience in managing successful campaigns and events.

Stakeholder Engagement:

- Exceptional relationship-building skills with a demonstrated ability to engage diverse stakeholders, including sponsors, partners, and board members.
- Strong negotiation and communication skills to effectively articulate the organisation's mission and funding needs.

Financial Acumen:

- Solid understanding of financial principles, budgeting, and financial analysis to manage budgets, assess financial performance, and allocate resources effectively.

Project and Team Management:

- Experience in leading and managing teams, setting clear objectives, and ensuring team members' performance aligns with organisational goals.
- Ability to effectively manage multiple projects simultaneously, ensuring deadlines and targets are met.

Communication Skills:

- Excellent written and verbal communication skills, including the ability to prepare compelling grant proposals, sponsorship pitches, and engaging campaign content.
- Strong presentation skills to effectively represent the organisation and convey its mission and funding needs.

Innovative Thinking:

- Ability to think creatively and innovatively to develop new strategies for income diversification and engagement.

Desirable

Industry Knowledge:

- Familiarity with the educational, media, or non-profit sectors and understanding of the challenges and opportunities within these domains.

Networking Skills:

- Extensive professional network within the non-profit, philanthropic, or related sectors, facilitating collaboration and partnership opportunities.