



## **Director of Development**

**Hours of work: Full time; 37.5 hours per week**

**Contract Type: Permanent**

**Annual Leave: 30 days plus bank holidays**

**Salary: Up to £55,500 annually**

**Employed by: Involve Kent**

**Responsible to: Chief Executive Officer**

**Based: Flexible working available with some travel to head office and in and around the UK required**

### **Purpose of the job**

To lead on increasing business revenue, identifying and developing new opportunities, building and expanding the presence of the organisation and its brand. Develop and manage the pipeline of new and existing opportunities across English funding markets, developing relationships with commissioners, funders and other customers including PCN clinical directors and analyse commissioning trends. Write proposals and coordinate tender / application responses and explore how Involve can capitalise on existing work. Using knowledge and understanding of the grant funding market, supporting Involve to fund its new and existing projects and pilots through grant fundraising. Build and grow internal and external relationships in order to help the charity grow revenues and increase delivery opportunities. This role will be intensively target focused with income generation at its core and will help Involve in achieving our 5-year strategic growth plan. The role will be managed by the CEO and work in collaboration with internal experts to develop winning tenders.

### **Key tasks and responsibilities**

#### **Leadership**

- Proactively manage your own health, wellbeing, and resilience as a positive role model to Senior Managers and staff and to ensure you can provide consistent and quality support.
- As a member of the Executive team, work in a team to shape and deliver future strategy, uphold, champion and embed the Involve values and ensure the highest standards across the organisation.
- Champion Involve's approach and expertise at strategic meetings and boards, seeking opportunities to influence programmes, developments and commissioning eg Population Health Management, Personal Health Budgets.
- Share Involve's impact through data and case studies highlighting the organisation's potential.



**Role**

- Significantly increase business revenue, identifying and developing new opportunities and building and expanding the presence of the organisation and its brands.
- Develop and implement a business development strategy to achieve revenue targets of? across all areas of Involve’s work, including strategies to penetrate new markets.
- Manage and develop Involve’s pipeline of opportunities and take responsibility for growth and income generation.
- Manage Involve’s involvement in tendering cycles from market engagement through to submission, including coordinating and writing of tenders and bids for Health and Social Care tenders.
- Manage all areas of grant fundraising, including bid writing.
- Meet with existing and potential new customers and negotiate new contracts ie PCN Clinical Directors ARRS contracts.
- Research and assess tendering opportunities across England and present viable opportunities to the Executive team.
- Develop and deliver compelling presentations tailored to each revenue stream.
- Collaborate with internal teams including delivery, marketing, executives, and engagement to ensure a cohesive approach to income generation.
- Represent Involve at key strategic events, activities and meetings.
- Support internal experts to develop costed innovative delivery models.
- Explore how all areas of Involve’s work, expertise and knowledge can be capitalised.
- Find potential partnership opportunities for the organisation with a view to expanding its reach.
- Present proposals regarding marketing opportunities and strategies.
- Build and grow solid relationships with internal and external stakeholders to bring new business opportunities to the organisation.
- Research markets across England and recommend new tendering opportunities in line with the organisation’s values and strategy.
- Identify other opportunities for the Charity to grow and increase reserves.
- Present proposals regarding marketing opportunities and strategies to the Board.
- Working to stringent targets, the job holder will be required to adopt a professional and knowledgeable approach to each new business area.
- To undertake any other reasonable request from the CEO.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
Minimum 3 years of experience in business development in a not for profit or similar sector.	X	
Highly skilled project manager; able to manage competing priorities and understand business need.	x	
Highly skilled in IT including Excel, CRMs and data management software.	X	
Highly skilled in writing tenders, funding bids and business plans.	X	
Able to manage diverse and competing priorities; flexible, well organised, strategic, collaborative.	X	
Highly developed negotiation skills and interpersonal skills, able to easily build relationships.	X	

The ability to think and act creatively when developing plans and strategies.	X	
Proven business acumen.	X	
Skilled staff manager; able to provide effective support, supervision and performance management.	x	
Able to demonstrate high quality narrative report writing skills.	X	
Driven, target focused and highly motivated.	X	
Resilient, confident, positive and with a methodical approach to planning of own work and others.	X	
Excellent communication skills, able to negotiate, build relationships, advocate for an evidenced based to not for profit work.	X	
Alignment to Involve's values and a real interest in working for not-for-profit organisations.	x	
Able to work with self-reliance and with confidence to take responsibility (within professional boundaries).	X	
Strong and proven commitment to equality, diversity and inclusion.	X	
Demonstrable experience or degree level appropriate qualification.	X	
Ability to develop, articulate and deliver strategic aims.	x	
Good understanding of the statutory health and social care arena		X