



Head of Development

Salary: £50,000 per annum

Length of Contract: Permanent, full time

Start date: ASAP

Location: Remote with occasional face-to-face meetings in London and at sites of major funders

Reporting to: CEO

Direct reports: Development Manager, Development Officer, Marketing Officer, Interns

About us:

In2scienceUK's aim is to promote social mobility and diversity in science, technology, engineering and maths. We do this by leveraging the skills and passion of researchers and STEM professionals to support young people from low socio-economic backgrounds to achieve their potential and progress to degrees and careers in STEM.

We are in a pivotal moment of our development. With a new CEO joining in 2021, six new Trustees on our Board and a new five-year strategy launching in 2022, we are set to grow in size and profile. The team is dedicated, passionate and enthusiastic about empowering young people.

Our turnover in 2021 was over £700k - an increase of 76% from 2020. We are in a high growth phase of the organisation and we have great ambitions for the future. As we invest across the organisation to deliver high quality programmes we also have big plans for the Development team.

The Development team forms a core part of our growth plans and the Head of Development role is critical to ensuring that we build on our already excellent fundraising track record. You will work directly with the CEO and the Board of Trustees to ensure that we have the resources to grow and that our fundraising efforts are aligned with our overall strategy.

What we are looking for:

As Head of Development you will lead our Development team into the future. We have a successful history of largely responsive fundraising and referrals and are looking to recruit someone into this new role who can formalise a pipeline of new business to feed into our five-year strategic plan. This will include implementing new fundraising management systems and growing the Development team.

In addition to having the skills and experience to confidently approach cold prospects, you will be experienced at stewarding existing donors (ours include University College London, the Royal Society, Cancer Research UK, GlaxoSmithKline and Google DeepMind), develop lasting partnerships with a range of organisations and craft compelling proposals.

We want to hear from people who can passionately represent the interests of the diverse young people that we serve. We are not asking for particular qualifications. We don't care what school you went to or what your parents do for work. We care about your character, your skills and potential. If you can convert conversations into cash and can see yourself making an impact in our organisation, we want to hear from you.

This role is a career accelerator. At In2scienceUK we are champions of people and we are here to support you to achieve your career goals - however ambitious they may be.

Role profile:

As Head of Development you will lead on the creation of a five-year fundraising strategy and build and manage a team to operationalise that strategy. This is a hands-on role and you will get involved in all aspects of fundraising as well as ensuring that your team's work is linked to the operations and programmes work of the charity.

Your specific duties will include:

Strategy and team development

- Develop creative fundraising and marketing strategies to shape how we leverage the support of existing donors and drive new business. Link this strategy with the overall organisational strategy to ensure that we are working towards the same goal.
- Lead and develop a strong team to carry out the fundraising and marketing strategies with clear objectives and milestones.
- Understand and comply with charity law and In2scienceUK's Fundraising Policy.

Delivery

- Broaden and formalise our fundraising pipeline in line with our five-year strategy.
- Implement a fundraising management system to support the team's work.
- Lead on donor stewardship, with support from the CEO and Trustees where appropriate.
- Represent In2scienceUK externally at key events and with large funders.
- Track, analyse and report upon the team's performance using agreed measures.

Networking

- Maintain strong networks with relevant organisations and individuals.
- Play an active role in the senior management team with a particular focus on linking fundraising activities with the rest of the organisation.

- Play an active role in the wider In2scienceUK team, and across the organisation as a whole, upholding In2scienceUK's values and behaviours and fostering good working relationships and enhanced communications with colleagues.
- Deputise for the CEO where appropriate.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

Person specification :

Essential:

- Experience of income-generation, especially developing new business and approaching cold prospects
- Experience of giving presentations, pitches and a proven ability to close deals
- Experience writing successful proposals for a range of donors, including trusts and foundations
- Understanding of the strategy development process and a creative approach to future planning
- Excellent communication skills (written and spoken) and the ability to build and develop effective relationships with partners at all levels
- Experience of line management and a well thought-out approach to team development
- Excellent IT skills to enable the production of appealing and professional Word, Excel and PowerPoint documents

Desirable:

- Experience of working in a growing organisation
- Knowledge of issues around diversity in STEM, access to education and social mobility

For more information on the work we do please visit our website at

www.in2scienceUK.org

Benefits:

At In2scienceUK we practice what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from the CEO to get you to the next level from day 1.

Although we take our career development seriously we also value work life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

You will have 28 days of annual leave per annum, plus bank holidays.

Application procedure:

Please send your CV (2 pages) and cover letter (2 pages) to recruitment@in2scienceuk.org. demonstrating how you meet the competencies outlined above.

Applications close on Friday January 7th at 17:00 BST. Interviews will be held online in early January.

Applicants are encouraged to have an informal discussion about the post before applying. To arrange this please contact Colby Benari by email colby@in2scienceuk.org