

Job Description: Senior Development Officer

Salary:	£30,000
Contract:	Permanent
Location:	Farringdon, London with remote working
Hours:	30 or 37.5 hours per week; we support flexible working
Reports to:	Head of Development

The purpose of this role is to help build and manage funding relationships and generate fundraising propositions for Centre for London, the capital's dedicated and independent think tank. The role includes building and steward long term relationships with funders and stakeholders.

Key responsibilities include:

Relationships and Stewardship

- Help manage relationships with existing and potential funders, proactively identifying opportunities to engage them, and taking ownership of some relationships.
- Proactively research and identify suitable individuals and organisations through prospect research and formulating strategies for engagement.
- Prepare materials for fundraising approaches and engage with existing and potential funders.
- Manage relationships with existing funders, including tracking and delivering benefits promised to sponsoring organisations.
- Work with colleagues to create a plan for long-term engagement and stewardship of existing and potential funders.

Implementation of Centre for London's Development Strategy

- Collaborate in the creation of new funding propositions, including research and events ideas.
- Work with the Head of Development to deliver the development strategy and annual plans for the development team.
- Contribute to impact reports for funders and assist in the production of the annual report.
- Research and identify new trusts and foundations that the Centre could approach for project or core funding and support the Research team with grant applications.
- Ensure that Salesforce, Centre for London's CRM database, is kept up to date and in and in line with latest data protection laws.

- Help grow the Centre's network of speakers and supporters to ensure we meet or exceed our diversity targets.

General responsibilities and duties

- Undertake the duties of the job description in accordance with the operational policies of Centre for London, including but not limited to the diversity policy and code of conduct.
- Maintain good working relations with Trustees, staff, volunteers and other stakeholders.
- Present the organisation in an appropriate and professional manner to its stakeholders.
- Contribute to the development and growth of the organisation through working in accordance with its wider objectives, corporate philosophy and values.
- Assist at Centre for London events outside of normal working hours as necessary.
- Undertake any other reasonable duties as may be required.

Person Specification

Please use your application to explain your interest in the work we do to develop new solutions to London's critical challenges and advocate for a fair and prosperous global city.

Experience and skills

For this role you don't have to have direct experience working in fundraising/development. We are looking for someone who is able to perform (or able to learn) the key fundraising activities:

- Experience building and maintaining relationships with key stakeholders
- Researching potential donors – who might be wealthy individuals, trusts/foundations, corporates or local authorities.
- Preparing written materials for meetings with key stakeholders – including materials to share with the stakeholder and briefings for the staff attending the meetings.
- Ability to speak with high level stakeholders.
- Tracking information such as agreements with funders and organisational information using a database (such as Salesforce).
- Creative thinking to suggest new ideas for fundraising.

Experience in area related to changing policy in London (such as politics, national or local government) is an advantage.

General skills/competencies

- **Highly organised.** Able to balance and prioritise multiple tasks, often to urgent and competing deadlines.
- **Excellent attention to detail.** Keeping accurate records - such as sponsor requests, names and titles of key stakeholders, venue requirements etc.
- **Ability to adapt and learn quickly.** Able to show initiative and adapt quickly to new challenges.
- **Strong IT proficiency,** including MS Office, and ability to learn programmes such as Salesforce, MailChimp and/or WordPress CMS.
- **Ability to follow guidelines and procedures** to comply with the Institute of Fundraising Code of Practice; maintain confidentiality and work with financial data and personal data within ICO and GDPR regulations framework.
- **Excellent team player**