

SENIOR BUSINESS DEVELOPMENT MANAGER

Role	Senior Business Development Manager		
Reports to	Managing Director	Direct reports	TBC
Fundraising responsibility	£750,000 - £1 million pa	Resource responsibility	Bid Archive; Development Process
Safeguarding	Not applicable	Key relationships	Managing Director, Director of Project Operations, CEO, Relevant Heads of Department
Contract	Full-time	Location	London/ remote
Salary	£45,000 - £60,000	Level	Senior Manager

About ISD

ISD is a global think and do tank dedicated to safeguarding democracy and human rights, and delivering solutions to weaponized hate, polarization, disinformation and extremism around the world. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Nairobi, Paris and Washington DC.

Role Purpose

ISD has grown significantly over the last 5 years, with the team now numbering over 100 staff and consultants operating in over 10 countries. We now want to bring on board an experienced and dynamic Senior Business Development Manager to oversee growing our development portfolio in the UK with government, foundation, and private sector partners.

ISD has led and trailed innovative research and analysis, interventions, education and counter narrative programmes in the UK since its founding 15 years ago. Much of the UK programming has been ground-breaking, solidifying ISD's reputation as a preeminent 'think and do tank' globally. This role will seek to build on the historical legacy of ISD in the UK by reengaging, reinvigorating, and reconstituting both old and new relationships with a range of UK-based partners and donors.

The Senior Business Development Manager will report to the Managing Director and work closely with the Director of Project Operations and relevant Heads of Department in designing, developing, and delivering a series of exciting development opportunities to support overall growth in the UK. The ideal candidate will come with an existing set of business development contacts (government, foundations, and private sector) that can be drawn on to support a concerted ISD UK-based development drive. The candidate should have impeccable writing skills, and an understanding of grant and contracting mechanisms used by a range of UK entities and institutions. Key to success in this role will be the ability to understand and speak to the full suite of ISD programming and deliver quick turnaround concepts that can lead to development wins for ISD in the UK.

Responsibilities

1. Opportunity scoping (35%)

Lead on opportunity research activities, including proactively monitoring opportunities across a number of portals and databases

- Lead efforts to gather and analyse ideas from across the organisation for new business opportunities and the development of ISD's work in the UK
- Analyse and provide recommendations to the Managing Director in the "go/no go" process for new funding opportunities across multiple funding sources
- Build relationships with partners and external stakeholders to identify opportunities from within ISD's existing networks

2. Proposal development (35%)

Deliver high-impact, well-written concept notes and proposals for a range of stakeholders as outlined in ISD's UK development strategy

- Work closely with Leadership and program Heads to capture and then articulate ideas for programmatic development in the form of bids, proposals and concept notes
- Contribute to and lead all aspects of proposal development including opportunity analysis, partner negotiations, preparing supporting documents, writing sections of technical narrative and budget development, collating and editing additional content
- Support project teams in the development of new programming by reviewing and editing technical proposals and ensuring they adhere to donor and ISD guidelines

3. Bid management and quality oversight (30%)

Oversee the bid process for proposals, including liaising with partners and donors and managing cross-departmental internal team contributions

- Act as the intersection between programming and operations teams to ensure proposals comply with any donor requirements and meet ISD quality standards
- Ensure that all pitching documents, concept notes, grant submissions, and proposals are of high-quality and standard and achieve the objectives outlined in ISD's strategy
- Work with colleagues to develop their capability to design, develop, and deliver high-quality pitches, concept notes, grant submissions and proposals

Outcomes (the way success will be measured)

The Senior Business Development Manager will work with the Managing Director and the Director of Project Operations in creating a series of Key Performance Indicators (KPIs) that will be used to measure success. The KPIs will be focused on the following:

- The delivery of a development-focused audit of previous ISD programming in the UK market, pinpointing gaps and potential opportunities for further development
- The delivery of a detailed development strategy for the UK market,
- The creation of £750,000 - £1 million in proposals during the first year, with a 40%-50% success rate

PERSON SPECIFICATION TEMPLATE

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

Our commitment to Equality, Diversity and Inclusion

We endeavour to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Problem solving
Courage	<ul style="list-style-type: none"> • Strategic thinking • Growth mindset

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Familiarity with ISD’s issue areas (democracy protection, extremism, disinformation, hate) • Understanding of the UK donor landscape around ISD’s issue sets • Significant experience in fundraising and development in 	<ul style="list-style-type: none"> • MBA or master’s degree qualification • Experience in fundraising and development in the EU market for a charity or private sector entity

	<p>the UK market for a charity or private sector entity</p> <ul style="list-style-type: none"> • Significant experience in managing successful bid development and proposal activities for a charity or private sector entity 	
Experience	<ul style="list-style-type: none"> • Significant experience in development and fundraising related to polarisation, hate and extremism in the UK • Clear and concise understanding of the UK donor landscape • Experience in designing, developing and successfully executing development strategies • Experience writing copy, editing, and designing and developing presentations • Proven ability to raise funding of upwards of £750,000 annually 	<ul style="list-style-type: none"> • Previous experience with stakeholder management as it relates to development • Experience in managing complex grant application processes • Previous experience working in a global organisation with international colleagues • Experience of working in a fast-paced or start-up environment • Experience leading teams
Skills	<ul style="list-style-type: none"> • Excellent writing skills • Excellent presentation skills • Strong management skillsets • Commercial acumen and an entrepreneurial approach to fundraising 	
Additional requirements	<ul style="list-style-type: none"> • Demonstrable alignment with ISD’s Guiding Principles • Cultural literacy • Flexibility and can-do attitude 	