



SUAS EDUCATIONAL DEVELOPMENT

JOB DESCRIPTION

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| Job Title | BUSINESS DEVELOPMENT PROGRAMME MANAGER | Reports to | CEO |
| Location | DUBLIN | Level | PROGRAMME MANAGER |
| Team | BUSINESS DEVELOPMENT – PROGRAMME SUPPORT | | |

SUAS EDUCATIONAL DEVELOPMENT BACKGROUND

Founded in 2002, Suas Educational Development is an ambitious, education-focused social change organisation that in 2010 served 14,500 people in Ireland, India and Kenya. We promote quality education for all by providing short-term volunteers, as well as financial and technical support to our Partner schools in India & Kenya. In Ireland we support third level students to engage with social change through our development education and service learning programmes, thereby developing their awareness and understanding of development issues and their leadership skills. We are also developing an Ireland based mentoring programme, and a new educational model for second level students to provide a project and team-based approach to learning.

Suas has grown quickly to become a leading mid-size development organisation in Ireland. We now employ 14 full-time staff, with an annual turnover of €1.2M. After several years of rapid growth, the organisation's focus has moved to developing the formal programmes and internal support structures and processes to support a larger, more active and professional organisation. In 2012, Suas is on the cusp of the next stage of its development, with the opportunity and capacity to develop our strategy for the next 3-5 years and to position the organisation to effect systemic change on a sustainable basis.

To support the next stage of Suas' development we are looking for the best that the sector has to offer in business development, fundraising and communications.

SUMMARY OF JOB ROLE

The Business Development Programme Manager is primarily responsible for Suas' Fundraising and Communications Programmes. This involves creating and implementing a programme of relationship building with a wide range of funding organisations (Government, Corporates, Philanthropies, HNWIs, etc), leading a full marketing communications mix that includes traditional and online PR, driving cross-Suas fundraising initiatives, with the aim of achieving long term financial sustainability so that Suas is able to deliver on, and expand, its ambitious educational mission. The jobholder is expected to learn from best practice models in commerce and industry, as well as the not for profit sector, and must be able to innovate and ensure that Suas is ahead of the curve.

Recognising the significance of this role to the future success of Suas, this will role reports direct to the CEO.

KEY ACCOUNTABILITIES

1. Develop and implement an integrated fundraising and communications strategy across all programme areas within Suas with aim of providing 100% of required funding and an increased proportion of funds raised from multi-annual funding programmes.

2. Develop annual funding operational plans, at Suas overall and programme level, and budgets with agreed income targets, deliver fundraising activities within budget and with a positive ROI within agreed limits, and report regularly to the CEO in timely manner that highlights opportunities, issues and risks.
3. Lead and manage the Suas Business development team, and facilitate their long term personal and career development so that they are motivated and committed to work with Suas and so that they progressively raise their skills and competency levels, and also to enable them to increase their efficiency and effectiveness.
4. Direct and manage the Suas Communications team to make best use of communications channels and assets so that the Suas mission and programme outcomes are effectively positioned with the target audience in the public domain, corporates, HNWIs, donor agencies, and a wide range of philanthropic organisations and foundations.
5. Provide leadership to all Suas staff and volunteers in the development and execution of fundraising campaigns, plans and activities through access to skills training and guidance materials.
6. Identify, build and maintain relationships with major/key donors and stakeholders so that Suas is able to maximise all available networking opportunities and in turn build relationships with all appropriate stakeholders including key individuals, prospects, targets and influencers.
7. Explore best practice in business development from commerce and industry as well as the not for profit sector, and adapt models and processes to fit Suas and its mission. Identify new sources of income and develop appropriate methods of targeting – this will for instance involve innovative sponsorship opportunities for corporate partnerships, and opening up new funding channels through the EU, overseas Governments and other institutional donors.
8. Work across all Suas programmes to coach and guide the programme teams on how best to articulate the case for the support of Suas and their programmes to potential funders, so that the Suas teams provide Business Development with sharp, objective and persuasive content for marketing and messaging purposes.
9. Lead the design and maintenance and leveraging of a clean, and up to date, prospecting database and establish effective processes to expand the list of prospects and manage the contact and communications with these prospects as they enter the Suas funding pipeline and go through progressive stages of qualification and proposal through to agreed funding.
10. Maintain an ongoing awareness of sectoral legislation so that Suas is compliant with current and upcoming regulatory requirements.
11. Contribute to the overall strategic direction of Suas and, as a key member of the Suas management team be involved in both strategic decisions and short and long term business planning

CORE COMPETENCIES

1. Leadership
2. Influence and Communications
3. Planning and Organising
4. Strategic Thinking
5. Creativity and Innovation
6. Teamwork and Collaboration

MINIMUM QUALIFICATIONS/EXPERIENCE/KNOWLEDGE/SKILLS

QUALIFICATIONS

ESSENTIAL

1. Graduate degree in Business, Marketing, or Communications
2. Minimum of 5 to 6 years experience in one or more of Fundraising, Communications, PR, Marketing or Business Development

DESIRABLE

1. Professional fundraising qualification
2. Membership of Fundraising Ireland or similar professional body

SKILLS

ESSENTIAL

1. Experience of implementing broad communications programmes.
2. Ability to produce a consistently high standard of work under pressure and deadlines.
3. Great networking capability and orientation towards efficiency in contact management.
4. Strong negotiation skills, combined with proven ability to influence and persuade.
5. Good analytical thinking skills to be able to forecast programme funding profiles.

EXPERIENCE and KNOWLEDGE

ESSENTIAL

1. Proven track record of success in fundraising for a minimum of 3 years
2. Experience of leading a team at senior manager level
3. Strong strategic marketing capability with a creative and entrepreneurial orientation.
4. Exceptional results orientation with a track record of exceeding challenging targets.
5. Strong strategic marketing capability with a creative and entrepreneurial orientation.
6. Excellent interpersonal and communication skills; including listening, conflict resolution and facilitation skills. Able to create a compelling narrative.

DESIRABLE

1. Experience of leading institutional donor funding applications.
2. Effective relationship management experience with senior stakeholders.

SALARY

€45,000 to €55,000 per annum commensurate with experience and potential.

APPLICATION DEADLINE

Please apply with your cover letter and CV to hr@suas.ie by Friday 20th of January.