

## Job Description

<b>Job title</b>	<b>Director of Business Development</b> (or Associate Director depending on experience/track record)
<b>Location</b>	Our office is in Sheffield which is the contracted location for all staff. All staff have flexibility to work in a hybrid way. We require staff to travel to Sheffield a minimum of twice per month for meetings. Travel to Sheffield to fulfil the normal requirements of your role will not be reimbursed. We reimburse other eligible work-related travel costs. We welcome candidates from anywhere in the UK.
<b>Hours</b>	Full time or part time (minimum 4 days per week)
<b>Reports to</b>	Chief Executive Officer
<b>Staff responsible for</b>	Partnerships & Fundraising team: 3 managers; 1 officer
<b>Date</b>	May 2024
<b>Salary</b>	£65,000 - £80,000 per annum - Director £55,000 - £65,000 per annum - Associate Director
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• 30 days holiday per year plus statutory bank holidays (pro rata for part time)</li> <li>• Flexible working hours and hybrid working</li> <li>• 10% employer contribution to a personal stakeholder pension scheme (when you contribute 5%)</li> <li>• Option to exchange 5% of your pension contribution for a 4.1% salary increase (opt in; offered twice a year)</li> <li>• Up to £500 towards work-related training (or £200 for personal development &amp; £300 for work-related training)</li> <li>• Life assurance (4 x salary) and income protection</li> <li>• Enhanced sickness and maternity pay (subject to qualifying criteria)</li> <li>• Confidential Employee Assistance helpline</li> <li>• All employees with contracts of six months or more are</li> </ul>

	<p>invited to be a Member of the Good Things Foundation Staff Led Mutual. This gives you voting rights for Staff Board Directors and at the Annual General Meeting</p> <ul style="list-style-type: none"> <li>• Accredited Living Wage and Living Pension employer</li> </ul>
<p><b>Job Purpose</b></p>	<p>We seek a dynamic, experienced leader who thrives in a fast-paced, values-led, mission-focused environment, and succeeds in winning support from corporates, government, trusts and foundations alike.</p> <p>Good Things Foundation is the UK's leading digital inclusion charity, and our mission is to Fix The Digital Divide – for good. We are the charity behind the National Databank, National Device Bank, and the National Digital Inclusion Network – the nation's social infrastructure for digital inclusion.</p> <p>It will be your responsibility to get Good Things Foundation in front of the right people, resulting in more investment, more device donations, and more impact in the lives of digitally excluded people. Our annual income target is currently £6m per year to help fix the digital divide.</p> <p>You will be excellent in opening doors, generating leads, closing deals, and bringing people with you. An experienced, empowering leader, you will be committed to motivating and managing an excellent team.</p> <p>We would particularly like to hear from candidates whose professional and personal experience brings new perspectives. Whatever your professional background – you bring integrity to all your work, and always deliver what you say you will.</p>

## **Key Objectives and Responsibilities**

### **Securing investment for our mission**

- You will be responsible for delivering against annual income generation targets for our mission to fix the digital divide (£6m–7m per year):
  - Build and lead a healthy pipeline for a portfolio of new strategic partners and supporters to co-invest in our mission, from early stage to completion
  - Make best use of our Group CEO and senior staff to secure income, ensure strategic and operational alignment and effective working
  - Get Good Things in front of the right people, and use new techniques, methods and tech to generate leads for income and device donation
  - Identify and evaluate new business development opportunities
  - Develop and oversee pitches, bids/proposals, contracts/agreements
  - Coordinate cross-team inputs to ensure strategic alignment and, when won, to transition to delivery leads, working closely with colleagues
  - Ensure highest standards for ethical fundraising, full compliance with legal, financial, information security, safeguarding policies, overseeing due diligence on donors, and monitoring for financial and reputational risks.

### **Stewardship of major funders and supporters**

- You will be responsible for effective stewardship of strategic partnerships and major supporters - managing and meeting expectations, identifying ways we can work together, coordinating across teams so we deliver what we say we will.

### **Securing device donations for the National Device Bank**

- You will be responsible for securing a strong pipeline of partnerships with large businesses and public sector organisations to donate devices - aiming for 200,000+ devices donated for reuse in total over 3 years.

### **External-facing ambassador to raise our profile**

- You will become an expert ambassador: securing opportunities, speaking to a mix of audiences (including high-level and the media), widening our reach and - above all - getting out to meet decision makers and potential funders.

### **Leading, managing and motivating others**

- You will lead and motivate your team to deliver against stretch objectives, learn

and develop, and work collaboratively and flexibly, in line with our values.

- You will lead, motivate, and coordinate across with co-workers and partners, harnessing their expertise to deliver positive impact.

### Accountability

- You will be responsible for specific Business Plan and Team Plan objectives and key results, and supporting other owners to ensure delivery of the whole plan.
- You will use data to track progress and drive improvement; proactively manage risks; ensure effective use of charity resources and budgets allocated to you.
- You will always work in the best interests of the charity and the network.

### Person Specification

<p>Good Things Foundation Behaviours</p>	<ul style="list-style-type: none"> <li>• We are positive</li> <li>• We are people focussed</li> <li>• We are collaborative</li> <li>• We are creative</li> <li>• We are curious</li> </ul>
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Criterion	
<p>Experience</p>	<ul style="list-style-type: none"> <li>• Significant experience of responsibility and success in driving growth in investment and income (e.g. from corporates and businesses, philanthropists) and/or relevant transferable experience (e.g. selling a unique product or solution to major clients in businesses)</li> <li>• Significant experience of designing and implementing creative, bold, effective strategies to achieve growth in an area and/or source commitments from new markets</li> <li>• Evidence of personal delivery against stretch targets</li> <li>• Leading, motivating, and coaching your people to learn, develop, and deliver against targets</li> <li>• Building successful relationships, at all levels, and navigating difficult relationships to get good outcomes</li> <li>• Experience of working across different sectors (desirable)</li> </ul>

<p>Personal attributes</p>	<ul style="list-style-type: none"> <li>• Tenacious, enterprising, self motivated, sales mindset</li> <li>• Ready to roll your sleeves up and get stuck in</li> <li>• Work well in a fast-paced environment with stretch goals</li> <li>• See the big picture; pay attention to important details</li> <li>• Invest in your own, and others', wellbeing and growth</li> <li>• Take responsibility for your mistakes, and create a safe space for colleagues to make mistakes and learn</li> </ul>
<p>Knowledge and skills</p>	<ul style="list-style-type: none"> <li>• Excellent at identifying, generating, building, sustaining investment to achieve social or environmental impact</li> <li>• Excellent negotiation and communication skills</li> <li>• Excellent business and financial literacy</li> <li>• Ability to draw on a wide range of data, insights, and intelligence to drive high performance against targets</li> <li>• Demonstrable knowledge of areas relevant to business development - fundraising (corporate, public), major giving, public procurement, trusts and foundations</li> <li>• Knowledge of the wider operating context in which Good Things works - risks, challenges, opportunities</li> </ul>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>• Share Good Thing Foundation's commitment to equity, diversity and inclusion</li> <li>• Demonstrate a commitment to safeguarding vulnerable adults</li> <li>• Comply with our Safeguarding Policies and Procedures</li> <li>• Comply with our information security and data protection policies and procedures</li> <li>• Satisfy our pre-employment checking process (below)</li> </ul>

*Good Things Foundation is a social change organisation with a mission to ensure that everyone benefits from digital. We live the change we are seeking to achieve and encourage applications from diverse backgrounds. We operate a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination. Our goal is also to be truly reflective of the makeup of society and we actively welcome difference.*

#### Safeguarding Statement and Pre-Employment Checks

Here at Good Things Foundation, we work with vulnerable adults and are fully committed to ensuring their safeguarding and welfare at all times, in line with our Safeguarding Policy and



Procedures. All of our employees, contractors and volunteers will be expected to comply with the policy and procedures. Upon a conditional offer of appointment being made, all employees will also be required to satisfy our pre-employment screening process which for this position, may include:

- An identity check (photo ID)
- Receipt of two satisfactory references
- Documentary evidence of right to work in the UK
- A finance check
- A satisfactory Disclosure and Barring Service (DBS) check \*