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# *Development Manager*

## **Job Description**

### **About the role**

The Institute for Research In Schools (IRIS) is a great place to work. As a small charity that launched in 2016, IRIS develops opportunities for secondary students and post-16s from all backgrounds to participate in authentic science research while in school.

IRIS is now seeking a Development Manager to plan and grow our philanthropic and grant income as part of our new 5-year strategy. This is a newly-created, and exciting, opportunity for a Development Manager with major fundraising experience in the charity sector to join our growing team and lead the development and delivery of IRIS' fundraising activities.

### **Responsibilities**

You will be responsible for:

- Planning and implementing IRIS' fundraising strategy including a prospect pipeline
- Establishing and managing a portfolio of individual donors, trusts and foundations, corporate donors/sponsors, and other philanthropic organisations. Managing these relationships to secure significant financial support to IRIS, with a target of generating £300k in income in year 1
- Developing compelling proposals to apply to trusts, foundations and grant-making organisations
- Stewarding major and principal donors through reports, presentations, events and face-to-face meetings in a timely manner
- Where appropriate, meeting with beneficiaries to collate and produce gift impact reporting materials
- Establishing and delivering IRIS' alumni engagement strategy
- Undertaking any other tasks as assigned by the Director

### **Experience & Skills**

You will be able to demonstrate:

- Educated to degree level or equivalent or higher
- Experience of fundraising in the charity sector, including a proven track record of identifying, cultivating, soliciting, and stewarding principal/major donors and/or successful applications to grants and foundations to secure five and six-figure sums
- Experience of managing fundraising events
- Working independently and autonomously
- Ability to work to tight deadlines when required
- Being proactive and driven by results and targets



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- Confident in building strong relationships, working as part of a small team and engaging effectively with senior level individuals
  - Strong communication skills, both written and verbal
  - Ability to understand and articulate the aims, needs and impact of IRIS
  - Discretion and ability to handle confidential information
  - Excellent organisational skills to meet competing priorities and attention to detail
  - Excellent IT skills

### **Remuneration, working pattern and other requirements**

This is a part-time (15-20 hours per week), permanent role that is home-based. Hours are to be worked flexibly between Monday-Friday. When restrictions are eased, some travel will be required for team meetings (usually London or Edinburgh every second month) and to meet donors/participate in fundraising events.

The salary is in the range £38,000 - £45,000 per annum (pro-rata) depending on the candidate's skills and experience.

We offer a range of benefits including 30 days annual leave (pro-rata), office closure over the Christmas season, 10% employer pension contribution, group life assurance and critical illness cover.

The post is subject to obtaining satisfactory references, satisfactory completion of the right to work check, signing a contract of employment and successful completion of a probationary period.

### **Application process**

Please send a CV and cover letter to [submissions@researchinschools.org](mailto:submissions@researchinschools.org) by 5pm Monday 5 April

Interviews will take place on Tuesday 20 April

