Job Description: Head of Development

Reports to: Associate Director of Operational Strategy and Development
Place of work: Central London / hybrid
Time: 5 days/week – full time
Contract Length: permanent
Starting date: As soon as possible
Salary: Competitive plus benefits

About IIGCC
IIGCC is a non-profit membership organisation that brings the investment community together to work towards a net zero and climate resilient future.

Through our leading work to drive supportive investment practices, policies and corporate behaviours, we help our more than 400 investor members to create practical solutions that can make a real difference in tackling climate change.

We believe that we can best tackle these challenges by working collaboratively across the global investment community. We have co-founded and fostered initiatives, including Climate Action 100+, the Net Zero Asset Managers initiative, Paris Aligned Asset Owners group and Nature Action 100, to catalyse progress.

For more information visit www.iigcc.org and @iigccnews.

About the Role
After a period of rapid growth in foundation funding, grants from philanthropic foundations now deliver over half of IIGCC’s income and include six and seven figure, multi-year grants. As a newly created role, the Head of Development will play a critical part in developing and executing a fundraising strategy to support the IIGCC’s mission and drive our long-term financial sustainability.

By developing an in-depth understanding of IIGCC’s three programmes and the nuances of working to affect change through our network of investor members, you will craft persuasive proposals for restricted and unrestricted funding and will be confident in presenting IIGCC’s work to prospective funders. Through researching and cultivating an expanding portfolio of existing and future funding relationships you will gather insight on how to frame scopes of work to meet the evolving interests of funders and will use your ability to identify cross-programme links to strategically plan the involvement of programme and senior management team staff as needed to advance funding relationships and deliver income growth.

With responsibility for leading a Development Manager, and a Grants and MEAL Manager, the Head of Development will oversee all aspects of pipeline and proposal development; grant management and administration; tracking and meeting funder deadlines; and progress reporting. Your highly organised approach will ensure that all relevant staff understand
requirements, division of responsibilities and timelines to meet funder expectations and careful maintenance of funder records will ensure nothing ‘slips through the cracks’. You will work closely with the Associate Director of Operational Strategy and Development, and the Finance Team, to help develop proposal budgets and track revenue projections. Through championing and building internal fundraising and MEAL capacity, your team will be highly effective at communicating impact, anticipating and seizing opportunities to update funders and raise IIGCC’s profile within the philanthropic community.

**Main responsibilities**

**Strategy and pipeline development**

- Supported by the Associated Director of Operational Strategy and Development, develop a fundraising strategy that aligns with IIGCC’s overarching and programmatic strategies, and is responsive to the organisation’s financial priorities.
- Identify, research and develop pipeline of donor prospects for current and future areas of work, expanding and diversifying IIGCC’s donor base.
- Monitor the fundraising landscape and gather intel on shifting funder interests to inform and direct internal fundraising priorities, highlight future risks, and recommend opportunities to raise IIGCC’s profile within the funder community.

**Proposal development**

- Develop a deep understanding of IIGCC’s work, and, in conjunction with colleagues, lead the conceptualisation and writing of proposals, making strategic connections to other internal projects and programmes.
- Develop strategies to initiate and nurture relationships with new and lapsed funders, presenting proposals to funders both orally and in writing, and strategically planning the involvement of programme staff and senior management in cultivating relationships.

**Steward a portfolio of new and existing funders**

- Oversee and effectively steward a portfolio of new and existing funders, divided between you and the Development Manager, securing new and repeat funding with a focus on trusts and foundations and institutional funders with an ability to give six and seven figure grants.
- Personally manage all aspects of existing £1m+ funding relationships, building strong and trusted external working relationships with foundation staff through in-person meetings, event invitations, phone calls, email updates and proactive programmatic updates to directly influence their decisions and implement strategies to maximise opportunities and income. Use these relationships to leverage repeat funding for ongoing work programmes.
- Lead the team in contracting and onboarding new grants, completing due diligence submissions and ensuring systems are set up to track, manage and meet donor deadlines, comply with contractual requirements and deliver on funder expectations.
- Oversee tracking donor deliverables and KPIs and lead delivery of accurate funder reports to agreed deadlines.
- Work with Communications staff and the Grants and MEAL Manager to ensure key successes are identified and showcased.
Support the Grants and MEAL Manager in embedding systems across the organisation to effectively capture successes and use learnings to support future project and proposal development.

**Team and Stakeholder Management**

- Represent IIGCC on the fundraising working groups (FWGs) of various initiatives as required.
- Manage and motivate direct reports, providing guidance and support, and carrying out line management processes including staff development, performance reviews, hiring, and termination.
- Other projects as assigned.

**Skills and capabilities**

**Essential**

- Significant and deep experience with fundraising from trusts, foundations and institutional donors.
- Proven track record of relationship building and producing compelling and successful grant proposals to secure six and seven-figure grants.
- Exceptional writing skills, with proven ability in adapting complex topics for a philanthropy audience.
- Strong oral presentation skills and the confidence to articulate technical concepts which you may not be an expert in, in a clear and compelling way.
- Knowledge of, experience with, or a passion for environmental issues.
- Proactive, hands-on, and tenacious, with the energy, passion and gravitas to engage people, negotiate, and persuade.
- Confident collaborator with senior internal and external stakeholders, able to work flexibly and diplomatically, demonstrating reliable judgment and a high degree of professionalism.
- A strategic thinker, able to demonstrate leadership and create a fundraising strategy and action plan across multiple workstreams.
- Keen attention to detail.
- Organised, methodical approach to planning and delivering against a varied workload, to strict deadlines.
- Comfortable working in a fast growing organisation in a start-up environment.
- Experienced line manager.
- Competency in routine IT tools including Microsoft Office.
- Written and spoken fluency in English.
- Willingness to travel if needed.

**Desirable**

- Knowledge of the institutional investor landscape and/or finance industry
- Experience with HNWI, corporate partnerships and/or other business development.

**Why work at IIGCC?**
People join IIGCC because they care deeply about making a difference in supporting our mission that brings the investment community together to make significant progress towards a net zero and climate resilient future by 2030. In return, IIGCC offers its employees a competitive salary with a wide range of benefits and supportive ways of working. You can find the full list of our benefits [here](#).

**Applications**

Interested applicants should submit a Curriculum Vitae and a cover letter detailing their relevant skills, capabilities and experience for the role by completing the application form [here](#).

If you have any queries, please email [vacancy@iigcc.org](mailto:vacancy@iigcc.org).

**Recruitment timeline:**

IIGCC will review applications on a rolling basis so we would encourage early application.

Starting date: **asap**

**Please note:**

- Applicants must be eligible to work in the UK.
- Only shortlisted candidates will be notified.
- We do not discriminate on the basis of race, age, gender, sex, sexual orientation, disability, religion, marital status, or any other basis of discrimination prohibited