

Job Description

Job title: Director of Fund Development

Reports to: Chief Executive

Location: London

Salary: £80,000-£90,000

Overall Objectives

The focus of the SIB Group for 2012 will be to raise additional funds under management and extending the contracts already under management.

Within that the focus of this role is:

- To design, launch and fund at least two pilot social impact funds, aimed primarily at non-government investors during 2012. If successful these funds should each be scalable to significant levels in 2013-14.
- To secure any development funding required in delivering these pilots.
- To work with wider Senior Management team on extending any existing fund management contracts.
- To manage any tenders/bids for new business (funds or otherwise).
- To focus marketing/communications/research to inform creation of new funds based on SIB Group's deep industry experience.
- To manage and increase SIB Group's relationship network with non-sector funders: institutions, wealth managers, angel groups, venture capital/private equity groups.
- To renew and reinforce SIB Group's partnership/co-founding role within the UK social investment intermediary market by strengthening relationships with organisations such as Big Society Capital, Big Lottery Fund, NESTA, Venturesome, Bridges Ventures, Big Issue Invest, Social Finance et al.
- Oversee the development and implementation of effective communication strategies to communicate the organisation's emerging role and success stories to all key stakeholders.



- To work with the CE to liaise with government, other sector organisations, umbrella bodies, the major political parties and the Board to manage and develop appropriate and leading edge policies that enhance The Social Investment brand.

Main responsibilities

1. Be an effective member of SIB Group senior management team and management group.
2. Contribute to the development of the corporate business plan and budget of SIB Group.
3. Lead on and contribute to tenders for opportunities for fund management in line with corporate strategy and plan. Also responsible for tenders for new business opportunities
4. Lead on development of fund proposals, legal structuring including prospectus development and fund raising in line with corporate strategy and plan.
5. Develop and implement a five-year business plan and budget for new funds.
6. Be responsible for delivery against business plan and budget targets, within directorate.
7. Effectively network with politicians, civil servants and other public sector representatives, to create markets for SIB Group.
8. Focus and manage marketing, communication and policy functions centred on core business of fund management.
9. Manage the brand, public relations and reputation of the organisation's multi-brand proposition to sector, trade and national media working closely with the Chief Executive.
10. Oversee the development and implementation of the media relations and advocacy strategy, website strategy and internal communications strategy, ensuring they contribute to the organisation's overall objectives.
11. Be responsible for budgets, assets and resources within the post holder's job remit.
12. Develop, motivate and lead any staff, for which the post holder has responsibility.
13. Operate in a safe and reasonable manner in all aspects of the work.
14. Carry out any other duties as might reasonably be expected of the post holder.

Person Specification

1.	Proven fund creation and delivery in the private and/or third sector.	Essential
2.	Experience of securing contracts and growing a business.	Essential
3.	Broad and deep working knowledge of the social investment market place, with key relationships in place with key players.	Essential
4.	Experience of providing professional advice at a senior level and the ability to quickly establish credibility with, influence and persuade external stakeholders.	Essential
5.	Experience of leading tenders.	Essential
6.	Experience of contributing as part of a senior management team.	Essential
7.	Experience of leading and implementing communications strategies to support corporate communications objectives.	Essential
8.	Excellent oral presentation and written communication skills.	Essential
9.	Excellent inter personal skills including the ability to work as a member of a dynamic, growing organisation.	Essential
10.	Experience of leading and managing staff and the ability to empower, enable motivate and develop staff.	Essential
11.	Commitment to equalities and customer care.	Essential
12.	Experience of strategic proactive policy work.	Essential
13.	Practical experience of different funding mechanisms, loans, equity, quasi equity, payment by results.	Essential
14.	Proven experience of raising funds combining private and public co-funders.	Desirable
15.	Experience of delivering cultural change within investment practices and processes.	Desirable
16.	Relationships in place with private sector financial organisations.	Desirable