GISF Business Development Manager

The Global Interagency Security forum (GISF)   
is an independent network of security focal   
points who represent humanitarian NGOs operating internationally

**Full time – working 37.5 hours per week**

**Salary: ££46,860**

**Scale: UK 5**

**Line managed by: GISF Executive Director**

**Location: Hybrid – London, Manchester or Home (to work remotely within reach of London or Manchester)**

**Role Context**

The Global Interagency Security Forum is a member-led NGO forum that drives change through our global network of over 140 member organisations. We influence good security risk management practice that works for the whole humanitarian sector, improving the security of aid workers and operations for sustainable access.

We drive positive change in humanitarian security risk management through original research, collaboration and events, acting as a resource for the humanitarian sector and other stakeholders, to improve policy and practice and strengthen capacity. Members include development, human rights and humanitarian organisations.

GISF is supported by its membership and funded by the US and UK governments. GISF is not a registered organisation, but an independently run entity, hosted by a Member Organisation, currently Mines Advisory Group.

***GISF Vision:*** Aid workers and operations are safe and secure to achieve sustainable access for populations in need

***GISF Mission:*** GISF drives positive change in security risk management (SRM) across the humanitarian sector through original research, collaboration and events.

***GISF Values:***

* GISF operates according to the fundamentals of the *humanitarian principles*, i.e. humanity, impartiality, neutrality and independence.
* GISF takes a professional, member driven and *collaborative* approach to its’ work.
* GISF aims to remain relevant to its’ members and the broader sector through continuous *innovation* and added value.
* GISF champions *inclusivity* across SRM and operates in a transparent, accessible and open manner.

For more information, visit: [www.gisf.ngo](http://www.gisf.ngo)

**Job Purpose**

This is a new post to support the delivery of our three-year business development plan, which aims to extend our reach and impact, enabling us to improve diversity and sustainability of funding.

We are flexible and open to discussing hours and working arrangements for the right candidate.

**Job Description**

This role will develop and lead fundraising and business development opportunities, diversifying and raising crucial funds to support GISF’s growth. We are looking for an experienced, versatile fundraiser who can hit the ground running, bring a holistic approach and work with a range of institutional donors and funders (e.g., Foundations in US) to help GISF develop a diverse and sustainable income pipeline.

This role is responsible for the GISF business development and fundraising strategy and is accountable for identifying and developing funding opportunities and managing funder relationships along with the Senior Leadership Team. You will lead our competitive tendering and grant application work and develop our funding partnerships and other donor initiatives.

**Main Duties**

**Leadership and Management:**

* Work alongside the Senior Leadership Team (SLT) and Steering Group/Board to proactively identify potential sources of funding and realise opportunities to diversify and grow GISF’s income and impact.
* Develop the expertise and knowledge of the organisation by being the internal expert on resource mobilisation; and the international development and humanitarian funding landscape.
* Assist in informing long-term financial/business planning and clarifying priorities.
* Strategic reporting to SLT and Steering Group/Board on restricted and unrestricted income and the funding opportunity pipeline against targets highlighting significant risks and return on investments.
* Help to shape and implement GISF’s marketing and communications plan, ensuring our reputation is upheld and our knowledge is shared through positive, consistent and accurate communications and messaging.
* Support the SLT and Steering Group/Board through contributing to development of a comprehensive framework for reporting on GISF’s impact, including to funders.
* Maintain awareness of fundraising and charity law in the UK and ensure that GISF activity adheres to relevant legislation and guidance.
* Line manage an assistant, if required.

**Fundraising:**

* Develop, implement and evaluate a fundraising strategy in line with the three-year business plan, to include key areas of focus – institutional donors, trusts and foundations, and corporate fundraising.
* Work with colleagues on the construction of compelling pitches and high-quality bids to international development and humanitarian funders including government and multilateral institutions, trusts and foundations, corporate bodies and like-minded organisations.
* Build strong relationships with existing and potential funders, partners and stakeholders.
* Identify, cultivate, solicit and deliver new partnerships with major international development funders.
* Help increase organisational profile and represent GISF at relevant meetings, events and conferences.
* Negotiate partnership terms and ensure appropriate due diligence processes and risk analyses are completed for all donors.
* Develop and manage a donor reporting schedule for the SLT and Steering Group/Board and oversee completion of quality and timely reporting for funders.
* Work with GISF members to support resource mobilisation.
* Optimise fundraising efficiency, develop appropriate systems and processes including using the CRM to ensure there is a clear process for recording and managing fundraising activity.

**All staff are expected to undertake the following general duties:**

* Work within the framework of GISF’s core values, promoting our ethos and mission statement.
* Promote and support equality, diversity and inclusion, e.g. ensuring that the views and voices of GISF’s members and network are considered in all aspects of fundraising initiatives.
* Work towards achieving programme objectives.
* Ensure familiarity with and adhere to all GISF policies and procedures.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarise the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. Staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

**Person Specification**

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| **Essential Experience**   * Proven experience of fundraising and business development. * Proven experience of proposal development, securing new funding streams and understanding of donor compliance. * Experience of presenting to a wide range of audiences, including at a senior level. * Experience of developing long-term partnerships at senior level in the charity or commercial sector. * Experience in working with colleagues and contacts who are based off-site   **Essential Skills and Knowledge**   * Good knowledge of the international relief, development and philanthropic sectors with demonstrated experience of leading assessments of the funding landscape and developing resource mobilisation strategies to meet strategic goals. * Demonstrated track record of fundraising success from major international development and humanitarian funders and a strong network of contacts would be advantageous. * Proven negotiation, liaison, and networking skills at a senior level * Excellent communication skills, in English. Able to develop creative and compelling fundraising propositions to engage and inspire prospective donors. * Numerate, able to develop and monitor budgets. Able to check data for accuracy and inconsistencies, with strong attention to detail. * Ability to work effectively as a senior member of the management team, contributing constructively beyond the role’s specific remit. |  |
| **Essential Aptitude**   * Naturally warm and enthusiastic, excels at networking at different levels and across the sector with the ability to form productive working relationships with funding partners. * A flexible natural Manager who is inspiring, empowering and has the ability to lead change. * High levels of integrity and openness with commitment to good governance * Willingness to travel worldwide – this includes short trips in Europe as well as longer trips to north America and other locations. |  |
| **Desirable**   * Understanding of charities/NGO accountability processes. * Proficiency in a second language (French, Spanish, or Arabic preferred). |  |

**How to Apply**

Application is by an application form, CV and cover letter. These documents should be submitted to

[gisf-admin@gisf.ngo](mailto:gisf-admin@gisf.ngo) highlighting:

* How your skills and experiences match those in the job description as well as your interest for the role
* How you see this role fitting into your future career plans
* Also complete the attached Application Form. Your application **will not** be considered without this.

***As this post is UK-based, you will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.***

**Closing date: 24th February 2023**

**For further details**: see [www.gisf.ngo](http://www.gisf.ngo) or contact [gisf-admin@gisf.ngo](mailto:gisf-admin@gisf.ngo)