

Job Title – Resource Development Manager

Opportunity International UK

March 2017

Background

Opportunity International UK is part of the Opportunity International network, a pioneer and global leader in providing microfinance and training to the working poor. We empower individuals in developing countries with financial services - small loans, savings, micro insurance and business training - so that they can unlock their own potential and better provide for themselves and their families. Opportunity International seeks to expand its programme and reach 20 million people by 2020. To do this we need to raise significantly more income. We have a vacancy within our fundraising team and need your passion and expertise to help us achieve this!

The post of Resource Development Manager will work across our fundraising and programmes teams predominantly focussing on trusts and foundations, as well as some institutional donors and major individual donors. The successful candidate will be a strong, quick and confident writer with proven successful experience of writing proposals and reports. The post-holder will need to demonstrate the ability to apply various writing styles – switching from highly technical donors, to small family trusts, to individual donors; plus the skills to strategically plan, linking organisational goals and philosophies to funding opportunities. The post-holder will also give support to the fundraising team providing research on trusts and foundations and major donors in order to target new opportunities, as well as broadening and updating knowledge on existing supporters. You will be a self-starter, and a seasoned writer, ideally with a background on working with, or for, global trusts, foundations, institutional and major donors in international development.

About Opportunity International

Our Vision is a world in which all people have the opportunity to achieve a life free from poverty, with dignity and purpose.

Our Mission is that, by providing financial solutions and training, we empower people living in poverty to transform their lives, their children's futures and their communities.

Our Motivation is that we seek to emulate the Good Samaritan, whose compassion crossed ethnic groups and religions. We serve all people regardless of race, faith, ethnicity and gender.

Our Values

- **Commitment:** To our clients and their transformation.
- **Humility:** A spirit of serving in all we do.
- **Respect:** 360 degrees of consideration and teamwork.

- Integrity: Living our values with transparency and consistency.
- Stewardship: Accountability, innovation, and urgency.
- Transformation is our ultimate goal in ourselves and others.

Our Methods

- We support local microfinance organisations that provide innovative financial solutions to empower people, create jobs and build vibrant communities.
- We create innovative partnerships to provide complementary services to our clients.
- We seek to impact the lives of our clients, staff and supporters.
- Our products, services and training enable clients to develop businesses, to save and to insure against an uncertain future.
- We strengthen and influence value chains to benefit our clients, connect them to viable markets and drive economic progress.

Job Description

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Reporting to: Director of Philanthropy and Strategic Partnerships

Overall Aims of Post:

To write and research grant proposals and reports to donors and, in particular, global trusts and foundations; to provide technical writing support to other parts of the organisation; to provide background research on both potential and existing donors.

Responsibilities:

The Resource Development Manager will:

- Lead or support the writing, editing, formatting, and proof-reading of proposals and reports to trusts, foundations, corporations and small family / individual donor organisations.
- Provide detailed and strategic analysis of proposal-related information and ensure proposals are in line with donor guidelines and international standards.
- Coordinate with partner and donor organisations to ensure all required documents are completed and submitted based on the established timeline.
- Professionally and effectively articulate the mission, vision, core values to donors.
- Provide technical support to other team members (including writing and proofreading of narrative proposals, budgets, log frames, GANNT charts, CVs, organograms).
- Provide input and support in prospect research for new income streams.
- Provide research support and updates on existing major donors.
- Support the fundraising team in developing relationships with potential donors and funding agencies.
- Serve those relationships in ways that are transformational and enriching to donors.
- Work closely with Opportunity UK's Programmes, Fundraising & Finance teams to develop robust funding proposals and reporting mechanisms.

- Liaise with Opportunity's wider network (OI Germany, Switzerland, US, Canada, Australia) in sharing reports and research where relevant.

Areas of Reporting/Liaison: This post reports to the Director of Philanthropy and Strategic Partnerships and will involve considerable cross-team working, notably:-

- with Opportunity UK's International Programmes Team and Finance Team to ensure accurate, timely, ambitious proposal writing for the target audience – backed up by timely and inspiring reporting.
- with the wider Fundraising Team to ensure that time and energy is invested in prospects and supporters who have the biggest potential.

Location Base: Opportunity UK's head office is in Oxford. Though this role may require some working in London to attend meetings and events.

Person Specification

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Essential knowledge and experience

- Bachelor's degree and at least five years relevant experience in the non-profit sector.
- Strong track record in leading the writing of winning proposals for trusts, foundations and institutional donors within the international development sector.
- Excellent written and verbal communications skills in English.
- Proven understanding of the motivation of donors.

Desirable knowledge

- Understanding of development issues in the context of Opportunity International's operational delivery (microfinance, agriculture, education, technology, women) particularly within Sub-Saharan Africa.
- Financially literate in relation to business and financial institutions.

Essential Skills

- Written communication skills with an ability to write professionally and warmly.
- Strong attention to detail.
- Ability to communicate complex information in a way that is relevant and compelling to different audiences.
- Proven flexibility to handle changing priorities and manage multiple projects and deadlines efficiently and without compromising quality.
- Ability to evaluate and synthesize relevant data or information accurately, and to work collaboratively with content area experts.
- Strong negotiation and communication skills working with colleagues, partner organisations, and funding agencies both in the UK and abroad.
- Interpersonal skills, including the ability to liaise with senior decision makers.
- Numerate and comfortable with budgets, including Excel.
- Confident with PowerPoint, with the creativity to shape presentations that are both engaging and persuasive.

- Ability to travel for proposal development, if needed.

Essential Attributes

- Commitment to the Vision, Mission, Motivation & Values of the organisation.
- Self-starter able to work autonomously, often to tight deadlines.
- A proactive and organised approach to work.
- Self-disciplined with the ability to work independently.
- The ability to inspire, enthuse and motivate others.
- Positive attitude to team work.

Opportunity International and its Network of Partners, of which Opportunity International UK is a member, are Christian-based organisations and employees need to understand, value and appreciate the principles that underpin its vision, mission, motivation and values. It is not, however, a requirement that an applicant is a practising Christian; Opportunity serves all people regardless of race, faith, ethnicity and gender.