

Lively Minds Job Description – Development Manager

Reports to: Chief Executive Officer

Based: Remote but with preference for Sub-saharan Africa or UK. Needs to spend extensive time travelling to Ghana to understand the programme well.

Salary: Starting salary of £38,000

Hours: Full time

Contract: Permanent

About us

Our mission is to get preschool children in rural Africa to thrive. At present over 250 million children worldwide fail to receive the education and care they need in their early years which means they are less likely to do well in school, find gainful employment, and are at greater risk of early marriage, early parenthood and even criminality. Current approaches to solving this crisis are not proving effective or scalable in low & middle income countries.

That's where Lively Minds comes in. We have developed an award-winning Early Childhood Development programme that has been proven through randomised control trial to improve cognitive and socio-emotional skills and reduce malnutrition for pre-schoolers in hard-to-reach communities, so they have a greater chance of succeeding in school and in life. The programme provides marginalised Mothers with a parenting course that empowers them to run educational Play Schemes for pre-schoolers and to provide better home-based care, using cheap local resources. In addition, we started a radio programme for parents during COVID and this has now become a permanent fixture. The programme is delivered through government partners, is cheap and highly scalable. It genuinely has the potential to play a transformative role in ending the global ECD crisis.

We are extremely proud that the Government of Ghana have now adopted the programme and we have a ground-breaking partnership with them to support them to institutionalise it, fund it and to scale it to 60 education districts, reaching over 4000 communities and 1million children. In addition, an award-winning international research team are conducting a further randomised control trial to help us understand its impacts at scale. We are now turning our attention to scaling the programme nationwide in to Ghana, scaling up the radio in it's own right and moving in to new countries.

We're a lively ambitious organisation, determined to have a major positive impact on the world. We work hard at a fast pace, in a challenging environment. We expect everyone to

give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for innovation, responsibility, growth, collaboration, creativity and fun. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work.

To find out more about our programme, take a look at the videos about our programme <https://www.livelyminds.org/videos>

About the role

Our current annual budget is approximately £5m and we plan to double this over the next few years to support our expansion ambitions.

The majority of our funding is currently from grants (trusts, foundations and institutional grants) and we see this income-stream being the main way to fund our expansion plans. The postholder will be required to lead prospecting work for new funders, to support proposal writing and due diligence processes and to coordinate all our donor reporting,

In addition, the postholder would also be expected to lead new projects to diversify our income, for example by gaining support from corporates (charity of the year, sponsorship, grants) and challenges/competitions.

This is a unique opportunity for an ambitious fundraising generalist to join a fun, high impact, mission driven organisation. This could be an ideal opportunity for a mid-level Development Manager looking to grow and develop, or for a mid-level professional with relevant experience to move in to their first management role.

Main duties and responsibilities

Income generation

- To lead prospecting work to identify potential donors, challenges, awards, requests for proposals; to analyse potential areas of alignment; and to advise on fundraising applications (e.g duration, funding request, activities to be funded)
- To organise and participate in meetings with prospective funders/donors
- To support on proposal development
- To attend conferences and events to represent Lively Minds and make contact with potential supporters
- To support the Country Directors and Head of Ghana Partnerships identify and pursue in-country fundraising opportunities
- To coordinate due diligence process with new donors

Donor reporting and Stewardship

- To coordinate donor reporting to ensure timely submission and quality of donor reports
- To develop newsletters/updates for supporters
- To own a portfolio of relationships with existing donors (including funders and individual supporters)

Fundraising communications & collateral

- To create high quality fundraising pitch decks, proposals, event/award applications collaborating closely with Head of M&E, Director of Finance and CEO
- Oversee and write creative and engaging impact stories, collect images & infographics detailing the impact of our work, disseminated through blogs, social media, videos and press releases

You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team.

Experience and skills

To succeed in this role, you will need:

- to be a strong and fast writer: You must be able to analyse what will be of interest to the audience and provide compelling and accurate information about budgets/finances, reach, impact and how the programme works. In addition to excellent written communication you must have a desire to grow your public speaking and presentation skills.
- to be resilient - managing funder relations can be challenging and requires excellent emotional intelligence and the ability to recover quickly from setbacks.
- to collaborate well with other team members, and to drive high performance in others
- to be able to quickly adapt to new approaches, processes and to deliver high-quality work at pace
- to have meticulous attention to detail
- to be a salesperson– with an irrepressible ability to generate relationships & seize opportunities, coupled with a sound business-minded approach at all times

Technical abilities

Essential

- Minimum of 3 years' experience demonstrating the required skills in the above section
- Excellent written communication
- Strong Microsoft Word, Excel, Powerpoint skills

Desirable

- Knowledge of the ECD and global social enterprise funding landscapes

- Knowledge of or experience working in ECD
- Project design and management experience
- Graphic design skills
- Institute of Fundraising qualification

How to apply

If this sounds like you, please send your CV and application form detailing how you meet the role requirements to jobs@livelyminds.org by **11:59pm BST on 10th September 2023**

Due to resource constraints, we apologise, but we will only respond to shortlisted candidates.

Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we therefore check suitability of successful candidates through background checks consisting of references and police checks.

Lively Minds is fully committed to equity, diversity and inclusion. We want this to be reflected in the diversity of the people who work for us and we welcome applications from people from all backgrounds and identities.