



Head Development

Role Objective:

Lead the organisation's fundraising and strategic partnerships function to secure sustainable funding, build high-value partnerships, and drive long-term organisational growth and impact.

Responsibilities:

1. Fundraising, Donor Relations & Strategic Partnerships

- ▶ Develop and execute annual and multi-year fundraising strategies aligned with organisational priorities, programme needs, and growth objectives.
- ▶ Own and deliver fundraising targets across corporate CSR, institutional donors, trusts and foundations, HNIs, individual giving, and other channels while building a diversified and sustainable funding portfolio.
- ▶ Identify and pursue new funding opportunities, donor segments, partnerships, and markets to drive revenue growth and reduce funding concentration risk.
- ▶ Build, manage, and strengthen relationships with corporates, CSR leaders, institutional donors, foundations, HNIs, philanthropic networks, and other key stakeholders.
- ▶ Secure new donor partnerships and drive donor acquisition, stewardship, renewals, upgrades, multi-year commitments, and unrestricted funding opportunities.
- ▶ Build and maintain a robust fundraising pipeline from prospect identification through partnership closure and renewal.
- ▶ Develop strategic alliances and partnership opportunities, including employee engagement, volunteering, payroll giving, and cause-marketing initiatives.
- ▶ Represent the organisation at donor meetings, conferences, networking forums, and external stakeholder platforms.
- ▶ Monitor fundraising performance, pipeline health, and emerging funding trends to ensure achievement of revenue goals and long-term sustainability.

2. Grant Management & Operations

- ▶ Oversee the development and submission of high-quality proposals, concept notes, budgets, presentations, and donor communications.
- ▶ Ensure all fundraising proposals align with donor priorities, programme needs, organisational objectives, and compliance requirements.
- ▶ Oversee grant management, donor reporting, utilisation reporting, renewals, project closures, and compliance with donor agreements, regulations, and organisational policies.
- ▶ Establish and maintain systems for tracking donor commitments, reporting timelines, grant obligations, fundraising performance, and key donor data.
- ▶ Manage fundraising forecasting, performance reviews, and reporting processes, including dashboards and strategic updates for the Founder and Leadership Team.
- ▶ Monitor and analyse key fundraising metrics, trends, opportunities, and risks, recommending actions to improve performance and achieve targets.
- ▶ Strengthen fundraising operations, CRM processes, donor databases, reporting systems, and overall operational efficiency.
- ▶ Develop, manage, and monitor the Development function's budget to ensure effective resource utilisation and achievement of fundraising objectives.



3. Cross-functional Collaboration & Strategic Planning

- ▶ Partner closely with Programme, Finance, Communications, and Leadership teams to develop compelling funding propositions and donor communications.
- ▶ Ensure effective budgeting, fund utilisation, compliance, reporting, and fulfilment of donor commitments.
- ▶ Lead the Development function's annual budget and resource planning process.
- ▶ Support organisational growth initiatives and strategic positioning with donors, partners, and key stakeholders.

4. Team Leadership & Capability Building

- ▶ Lead, mentor, and develop a high-performing Development team.
- ▶ Set clear goals, accountability frameworks, and performance expectations for team members.
- ▶ Foster a culture of collaboration, relationship ownership, innovation, and results.
- ▶ Build team capability through coaching, training, and professional development initiatives.

Requirement:

- ▶ Postgraduate degree in Management, Development Studies, Social Sector Management, Marketing, Communications, Business Administration, or a related field.
- ▶ 12 - 15 years of progressive experience in fundraising, business development, donor relations, or partnership management, preferably within the social sector.
- ▶ Demonstrated success in securing and managing large-value corporate, institutional, foundation, and HNI partnerships.
- ▶ Strong understanding of CSR, philanthropy, grant management, donor stewardship, and regulatory compliance.
- ▶ Proven leadership experience in building and managing high-performing teams.

Competencies:

- ▶ Negotiation/Influencing skills
- ▶ Persistence & resilience
- ▶ Attention to detail
- ▶ Team Player
- ▶ Go getter
- ▶ Networking & building sustainable relationships
- ▶ Presentation Skills
- ▶ Excellent verbal and written communication skills