



## Business Development Manager

Full time, 35 hours per week, 18 months initial contract

Part time working open for discussion

Location: flexible, preferably London

Reports to the CEO, National Director

Starting salary: £36,000 (£33,850 outside London)

**Deadline for applications 1<sup>st</sup> December 2023 at 5pm**

**Interviews on 11<sup>th</sup> December 2023 in London**

### Business Development at Micro Rainbow

Micro Rainbow is a leading UK organisation working with LGBTQI people seeking asylum and LGBTQI refugees to enable them to live in safety, with dignity and to rebuild their lives.

Our operational teams are based across the UK providing specialist support to LGBTQI people on: safe housing; navigating the complex asylum system; addressing homelessness and poverty; tackling social isolation and accessing health care, education, and employment.

Micro Rainbow has ambitions not only to meet fully the demand for safe housing of LGBTQI asylum seekers by increasing the number of its safe houses but also to improve the experience of LGBTQI people seeking asylum and LGBTQI refugees across the UK by providing specialist LGBTQI services. The purpose of the post is to drive these developments forward.

This post will work in coordination with the CEO and the National Director to help identify opportunities, assess need, manage tender responses, write and submit compelling proposals and contribute to development pipelines and ambitions. A key part of the role will be to lead and manage effectively, the mobilisation and exit process for projects as well working with the National Director on contract management.

The post holder will demonstrate a proactive, flexible and adaptable approach to the role, and work with the CEO and National Director to develop effective relationships with central and local government, corporates, and funders.

This is a new position at Micro Rainbow and is an 18-month post whilst we assess the level of support and capacity the Micro Rainbow team require in the longer term.

## Job description

This is an exciting time to join Micro Rainbow in a brand-new management role as we look to build on the success of our current partnerships with well-known funders and corporate partners as well as statutory bodies to enable us to achieve our mission and expand our reach.

Leading a range of income generating activities, you will have responsibility for developing and growing the pipeline, identifying opportunities for funding from a range of sources and developing high quality proposals. You will be responsible for generating an agreed percentage of our total annual income through direct income and business development activity.

You will have a track record of writing successful funding bids and creating powerful partnerships, be passionate about supporting LGBTQI migrants and thrive working in a dynamic, ambitious and creative organisation.

## Business Development

- Work alongside the CEO and National Director on the implementation of the fundraising strategy in line with a changing landscape with a core focus on trusts and foundations, corporate partnerships and statutory bodies.
- Develop ideas for creative sponsorship and funding opportunities in line with our strategic ambitions, putting together proposal and tender documents; identifying suitable partners; presenting proposals and closing deals.
- Scale our current income generating activities, including from individual donors.
- Assist the National Director in expanding the safe housing scheme providing research and assistance.
- Support the management of existing donor relationships through working closely with the CEO.
- Ensure all funders/partners are appropriately thanked and grant terms and conditions acknowledged, recorded and completed in a timely fashion.
- To lead and manage effectively, the mobilisation and exit process for projects as well as contract management.

## Team Management

- Develop clear lines of accountability, set priorities, and establish robust and timely reporting mechanisms within the team;
- Manage interns as required.

## Cross-organisation functions

- Work closely with other key functions e.g. comms, operations
- Represent the organisation externally as required
- Undertake any other reasonable duties as may be required.

## Person Specification

## Experience

### *Essential*

1. Understanding of the needs and aspirations of LGBTQI refugees and people seeking asylum.
2. Working in a service delivery environment with (or working for an organisation that supports) vulnerable clients.
3. Experience in working with senior stakeholders internally and externally with strong influencing and persuasion skills, building long term and successful relationships.
4. Initiating and developing new services to a high standard.
5. Experience of understanding and managing complex contracts.
6. Experience of corporate fundraising.
7. Experience of securing grants and/or contracts worth more than £50,000.
8. Writing bids and tenders and preparing budgets, with experience of identifying both strategic benefit as well as risk implications involved in funding opportunities.

### *Desirable*

1. Experience of working on or co-designing projects working with people seeking asylum and/or refugees and/or LGBTQI people.
2. Experience in co-producing work and activities with a range of stakeholders and partners.
3. Experience in managing and fundraising from individual donors.

## Knowledge, skills and abilities

### *Essential*

1. Ability to work with limited oversight, devising and implementing workplans on your own initiative.
2. A self-starter, able to work on own initiative where required, enthusiastic team-player with a can-do attitude.
3. A strong commercial understanding and outlook.
4. Ability to work on a range of project design and proposals/tenders, ensuring effective prioritisation, strong organisational skills and demonstrating good time management.
5. Ability to communicate complex information internally and externally, both verbally and in writing.
6. Ability to produce compelling applications, proposals and presentations.

7. High level of numerical and analytical skills to contribute to and engage with project and team budgets.
8. Excellent command of spoken and written English.
9. Good computer skills.
10. Commitment to Micro Rainbow's values, and the principles of confidentiality, impartiality and equality, diversity & inclusion.
11. Open reflective attitude to own work and experience.
12. Ability to travel in the UK and stay overnight if required.
13. Strong interest in the issues affecting LGBTQI refugees and people seeking asylum.

#### Personal qualities

- Strong commitment to LGBTQI equality, LGBTQI refugees and asylum seekers and to a fair and humane asylum system. (Essential)
- Entrepreneurial, innovative, personable, collaborative and good at working both in a team and under your own initiative.
- Flexible and dynamic, with an ability to adapt and respond quickly to a fast-changing environment.
- Confident communicator.
- Ability to quickly build credibility internally and externally.

If you would like to have an informal discussion, please send a request to [info@microrainbow.org](mailto:info@microrainbow.org)