

JOB DESCRIPTION

1. IDENTIFICATION OF JOB

JOB TITLE - Development Manager

FUNCTION - Development

RESPONSIBLE TO - Head of Development

2. OVERALL, PURPOSE OF JOB

The Development Manager plays a key role in the achievement of annual income targets through supporting new business activity; and ensuring the highest levels of partner account management to ensure partner retention and renewals.

3. WHO ARE WE LOOKING FOR?

We are seeking a Development Manager to identify, secure and manage corporate partners and funders working closely with the Head of Development, Development Director and Senior Partnership Communications Manager. You will have good foundational experience and an appetite to gain more by working in a small, experienced team. The role requires excellent relationship building skills and an organised approach that generates excellent partner satisfaction and encourages repeat business.

4. ABOUT NATIONAL PARKS PARTNERSHIPS (NPP)

National Parks Partnerships (NPP) identifies, secures and manages commercial and strategic UK level partnerships for the 15 UK National Parks. With a successful track record including partnerships with leading companies including BMW UK, Santander UK, Estée Lauder Companies UK & Ireland, Palladium, Pearl & Dean, Howdens, Sykes Cottages and Forest Holidays. NPP is a small but entrepreneurial organisation that strives to grow the National Parks family's impact, resources and influence. More about NPP can be found here: <https://www.nationalparks.uk/national-parks-partnerships/>

NPP also partners with Palladium to deliver the award-winning Revere initiative that is driving the engagement of the National Parks in private investment into nature activity with the vision to restore landscapes at scale and to fight the climate and biodiversity crises. More can be found about Revere here: www.revere.eco

Over the past 12 months, NPP has grown its operations with the aim of securing and delivering even more value to our 15 UK National Parks. The Development Manager is part of a dynamic team that works to support the nation's inspiring and vital protected landscapes.

5. MAIN RESPONSIBILITIES

New Business

- Play a key role in NPP's new business process, from identifying prospects through to securing meetings; relationship building; responding to prospect needs/briefs; pitching and supporting the closing of deals.
- Support the meeting of income/value-in-kind targets in line with Business Plans
- Support the development and preparation of compelling proposals, pitches and new partnership 'products'
- Cognisance of ethical issues and undertaking of high quality due diligence on new partners
- Build a positive working relationship with the Palladium team on Revere new business activity.
- Liaison across National Parks to ensure that they are engaged with and support your allocated accounts.

Account Management

- Work closely with the Head of Development on managing selected funder partnerships
- Support the team to deliver the highest quality account management of existing and new partners – includes activities such as regular partner meetings; ensuring partnership benefits are delivered; monitoring and reporting to partners
- Devising and leading on corporate volunteering and retail opportunities across partnerships
- Oversee the brand licensing accounts.
- Ensure the delivery of partnership account monitoring, reporting and regular reviews.

Internal engagement with National Park Authorities (NPAs)

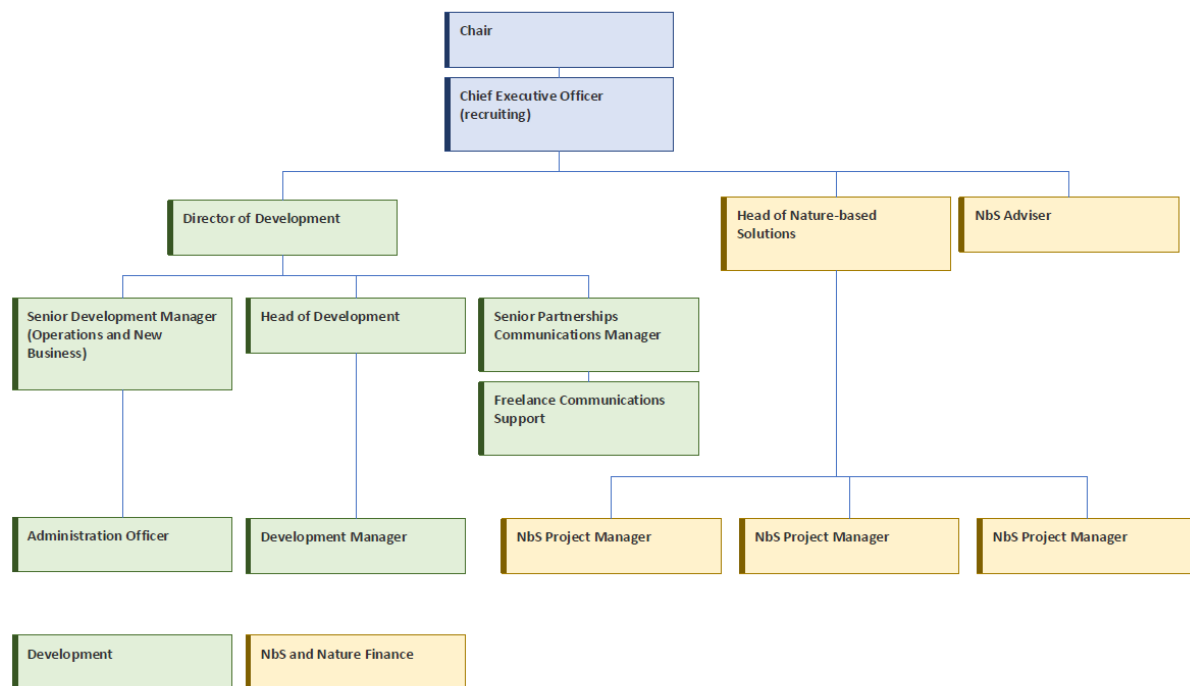
- Ensuring NPA engagement and positive interaction with partnerships through co-ordination and communications with NPAs as required to deliver partnership activity.
- Driving and monitoring individual NPAs involvement in national partnership activity, ensuring uptake of partnership benefits such as grants or in-kind support.
- Liaison with the Central Communications team to deliver partnership communications.
- Representing NPP at internal forums including professional officer working groups (including the Retail/Volunteer Officers Groups) and other meetings and as required.
- Information gathering from NPAs where required to support corporate partnership projects.

- Supporting the Head of Development in managing the UK National Parks Foundation.

Reporting and relationships

- Reports to and works closely with the Head of Development.
- Works closely with the Development Director and Senior Partnerships Communication Manager.
- Works with the UK National Parks Foundation and multiple teams across the National Parks family.
- Continuous contact with partners and their agencies.
- Use the NPP CRM (Raiser's Edge) to track prospecting and partnership activity.
- Member of the Development Team, contributing to regular planning and reporting as required.
- Undertake other relevant duties as directed by the Head of Development or Development Director.

5. ORGANISATION CHART



6. ESSENTIAL SKILLS AND EXPERIENCE

	Essential (E) or Desirable (D)	How measured: Application (A), Interview and assessment (I)
QUALIFICATIONS and EXPERIENCE		
Minimum three years' Corporate Development/Partnership experience responsible for securing, developing and delivering partnerships ideally in the B2B or not-for-profit sector.	E	A
Demonstrable experience of account management serving corporate partners.	E	A, I
Educated with a relevant degree or equivalent experience in a related subject.	D	A
KNOWLEDGE		
Working knowledge of business development processes.	E	A, I
Working knowledge of CRM systems (NPP uses Raiser's Edge).	E	A, I
Understanding of partnership communications including campaigns.	D	A, I
SKILLS		
Presentation and writing skills, with the ability to deliver face to face and online pitches to prospective partners to win new business.	E	A, I

Account Management of multiple partners with different priorities.	E	A, I
Ability to manage multiple projects and partners simultaneously.	E	A, I
Writing skills to enable engaging proposals and for partnership contract performance reports.	E	A, I
Relationship building with partners and NPAs.	E	A, I
Ability to manage matrix managed projects.	E	A, I
PERSONAL QUALITIES		
Enthusiastic, self-motivated, able to generate ideas and an appetite for partnership working	E	A, I
Creative flair and inquisitive nature to find partnership opportunities in the market	E	A, I
Works independently and able to contribute as part of a team in a positive, collaborative style	E	A, I
Highly organised with excellent attention to detail and ability to work to deadlines	E	A, I
Commitment to environmental issues and a passion for the National Parks	D	A, I
Commitment to equal opportunities	E	A, I

7. TERMS AND CONDITIONS

This is a full time role working 37.5 hours per week Monday-Friday with the option for four days per week.

The role salary is £36,290 per annum (pro-rated if not FT).

Benefits of working with NPP

Pension

Where appropriate, staff are automatically enrolled in the company pension scheme.

Annual Leave and Bank Holiday Allowance

We offer 25 days annual leave (pro-rated if not FT) and 8 days public bank holidays with the option of using bank holidays as leave.

Place of Work

We are a virtual team who all work from home, which will require a suitable home office working environment. IT equipment including laptop and screen is provided. There will be some in-person team meetings and occasional UK travel will be required.

Learning and Development

Everyone at the NPP is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NPP work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

Staff Wellbeing

We have measures in place to assist with the wellbeing of our staff including flexible working – to allow for variations in your hours Monday to Friday, where this is compatible with business needs and is by arrangement.

Unsocial hours

Due to the nature of the work some unsocial hours will be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

Driving licence

A full driving licence is required as the post-holder will often need to travel and will be expected to have a vehicle available for use on NPP business, for which the NPP will pay mileage (currently 45p per mile).

Policies and procedures

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of the NPP.