



Interim Director of Growth and External Relations

About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

- Better respond to people's needs through improved quality and use of data and evidence in policy making
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

Interim Director of Growth and External Relations

Role content and purpose

This role is an interim appointment during a period of change as DI recruits a new CEO. The new CEO will finalise the permanent position once they are in place in 2023. This role will initially be based in the UK but in the future may be based in the US or another DI location.

Our new operating model will serve three distinct groups of external partners: income, influence and impact. These partnerships and alliances are strategic enablers of DI's operating model. To maximise their value, they must be cross-cutting and owned across DI, supported by coordination and knowledge sharing across the Hubs. Our East Africa Hub – and future regional Hubs – will attract new locally or regionally based partners.

Initially reporting to the acting CEO, the Interim Director of Growth and External Relations will be part of our Executive Team, responsible for aiding DI's growth through partnerships, increasing DI's brand and external profile with new and existing audiences and ensuring DI's impact is effectively communicated. This role will expand DI's networks and influence and drive forward growth through new alliances. The postholder will be responsible for creating systems and processes which are followed across all of DI's Hubs, encouraging a consistent approach to business development, partnerships and external relations, ensuring good stewardship of all partners (income, impact and influence) through the DI Partnerships Framework, and acting as the custodian of the DI brand.

The postholder will be required to attend out-of-office-hours meetings, receptions and dinners as well as travel regularly (regionally and globally) to represent DI at meetings (30% travel expected). They will be a confident leader who is able to inspire staff within DI as well as external stakeholders. They must be collaborative, working closely with the acting CEO and other directors to drive forward the strategic goals of the organisation. They will be required to provide regular reports to the acting CEO, and quarterly reporting to the Board on progress towards strategic goals.

The postholder will provide leadership across the organisation. This is an exciting role within an agile team that works as part of a global organisation with locations in the UK, USA and East Africa.

Contractual details

Start date: From September 2022, depending on notice period

Length:	Interim position on a 12-month fixed term contract
Location:	This role is based in DI's Bristol office, located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK. However, we offer a blended approach to work and home to allow our employees to work according to their preferences.
Salary:	£70,000–£75,000 per annum, depending on experience and skill level
Hours:	35 hours a week
Probation:	3 months
Leave:	30 days pro rata, plus bank/public holidays

Duties and responsibilities

Business development & growth

- Build on existing external relationships and collaborations, as well as bringing in new relationships to maximise influence, growth and impact.
- Implement the business development strategy for DI and ensure DI Hubs have the support, skills and appropriate targets to deliver on the strategy.
- Establish systems and processes to develop and deliver annual plans and quarterly strategies for business development and growth across DI's Hubs.
- Maintain the quality of DI's funding from, and relationships with, key institutional donors and partners.
- Drive forward the growth of the organisation in line with the finance strategy, primarily focusing on growing income from new donors in North America and other new markets.
- Lead the positioning of DI with its stakeholders in the US and beyond around DI's three drivers of change (strengthening data ecosystems, increasing use of data-driven evidence and creating a culture of data use).
- Represent DI as required at external events, while creating opportunities for senior DI staff to also regularly represent the organisation on panels and at events.
- Undertake and share regular external markets and trends analysis with the Board, Executive Team and DI staff, to better comprehend the changing external environment and how it impacts DI.
- Provide analysis for the CEO and COO on new markets for growth to enable the future development of Hubs, including considering how the Americas Hub could be developed.

Marketing and brand management

- Be responsible for the DI brand and ensure its brand values are maintained through DI communications across geographical locations.
- Oversee and enable Hubs to tailor the brand and brand assets to their region and unique audience, providing leadership, tools and advisory support.
- Direct and encourage staff to develop and deliver DI's marketing strategy supported by Hub annual plans.

- Provide frameworks and guidance material to the Hubs' core teams to market DI in their regions.
- Oversee DI's corporate communications and marketing, including production of DI's annual Progress Report and other marketing material which DI's Hubs can use to market DI to existing and potential partners.

Partnerships

- In consultation with staff, develop and then oversee implementation of the DI Partnerships Framework, creating immediate awareness and internal buy-in on the value of partnerships
- Manage DI's strategic global income partnerships which encompass multiple Hubs and/or regions.
- Champion and maintain systems and processes across all Hubs to coordinate, manage, monitor and evaluate partnerships.
- Be responsible for DI's approach to partnership management and partnership management standards.
- Promote the creation of new ideas, programmes and projects with partners (income, influence, and impact).

Management duties

- Facilitate professional development for the communications, publications and public affairs professionals on DI's delivery teams.
- Increase abilities of teams to influence at the global level, for example in relation to UN processes, how to achieve change within institutions such as the WHO, Financing for Development processes etc.
- Manage direct reports, including developing annual objectives, having regular feedback meetings and ensuring they are appraised (quarterly and annually) to evaluate their performance and support their development.
- Mentor junior staff and shape their development.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations.
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Prepare for and engage in one-to-one meetings and performance management process.
- Maintain professional development and personal development plans.
- Be willing and committed to take on new work as and when required and be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

Person specification

Experience

Essential

- Minimum of 15 years' experience in a senior management role within an international organisation, either in the international development, humanitarian, peace and security or human rights space.
- Public relations experience, specifically managing teams who oversee communications and external relations with a focus on government affairs.
- Proven experience of shaping policy action and influencing change within the UN system and international institutions.
- Experience in leading multi-stakeholder partnerships.
- Proven experience working in or with governments, communicating policy priorities and positions and launching positions/campaigns which inform policy.
- Demonstrated excellence in fundraising, media relations, and other external representation.
- Experience working in multicultural, global organisations.
- Management of an organisation involving general business skills: budgeting and finance, organisational development and evaluation, and managing in matrix systems.
- Comfortable with financial information and experience of working closely with finance teams to present income pipelines.

Knowledge and technical competence

Essential

- Knowledge and understanding of philanthropy and institutional, bilateral, and private donors, with detailed understanding of the US donor market.
- Corporate marketer with solid brand management experience.
- Expertise in business development and fundraising, with a strong network of contacts in philanthropy and governments, as well as impact investors and high net-worth individuals especially in North America.
- Knowledge and adept use of methodologies for stakeholder engagement and tools which track impact and progress across a regionalised organisation.

Skills and abilities

Essential

- Innovative, with experience in bringing new and exciting collaborations together.
- Able to motivate and inspire staff beyond direct reports.
- Excellent communication and public speaking skills.
- Strong facilitation and presentation skills with the ability to represent the organisation at all levels.

Education

Essential

- Master's degree or equivalent experience in political science, economics or international development.

Personal attributes

Essential

- Culturally aware with demonstrated ability to work successfully and independently with diverse groups.
- Able to work under pressure and deliver on time.
- Able to motivate staff and lead by example.
- Positive and energetic – looks for solutions and helps staff explore new ways of doing things.
- Considerate and supportive; a self-starter able to work collaboratively within and across teams and organise time accordingly.
- Flexible and willing/able to travel – sometimes abroad and often at short notice – for specified periods.
- Willing to be contacted out of office hours as may be required.

Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto [our online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: <http://devinit.org/working-with-us/vacancies/>

Working together

People are our greatest asset. You often hear it said, and at DI it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

We also offer:

UK

- Informal work environment (e.g., casual dress)
- Free access to the onsite gym in the Bristol office
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g., homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Enhanced holiday entitlement, increasing with service, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).

Development Initiatives (DI) is a global organisation that applies the power of data and evidence to build sustainable solutions that create an equitable and resilient world.

We work closely with partners at global, regional, national and local levels to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

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To find out more about our work visit:
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