



Protecting Children. Providing Solutions.

Job Description

Job title:	Proposal and Bid Manager
Unit:	Public Engagement
Reports to:	Head of Grants Fundraising
Responsible for:	None
Usual office base:	London, Monument

Named after the light-giving spell in Harry Potter, Lumos is an international children's organisation founded by J.K. Rowling in 2005. We have a bold mission: to have a world without institutions and orphanages by 2050. Research shows the dramatic harm that institutional care causes to children and the proven benefits of the alternatives: community and family care. Lumos tackles the root causes of family separation – poverty, trafficking and discrimination – and transforms care systems around the world. We speak up on behalf of children trapped in institutions and reunite them with their families. And we change education, health and social care systems so every child can thrive.

Job purpose:

The Proposal and Bid Manager will develop high quality proposals and bids for a range of donors (trusts and foundations, corporates, major donors and institutional funders) to support Lumos' income growth. The post holder will take a leading role in developing Lumos' bid and proposal management systems. They will research and submit high quality bids and proposals, taking the lead on all high value (£100K+) proposals across the grants, major donor and US fundraising teams. This will include providing insight into specific donors and donor groups to tailor applications and approaches. The post holder will also take a leading role in reporting systems, helping to ensure that Lumos maintains strong working relationships with all its funders.

Job objectives:

- Lead on writing high quality, bespoke and engaging concept notes and proposals for business partners, as well as for philanthropic and institutional donors as required. Especially managing the production of strategic, multi-thematic, global and multi-regional proposals (£100K+).
- Project manage the proposal development process, securing all the required approvals and overseeing quality assurance of the programme design, including log frames and budgets, where applicable.
- Lead on the development fundraising materials to be used with a wide variety of funders, including a range of engaging and flexible funds (e.g. country or theme based) and price points.
- On successful bids, lead and coordinate handover process to delivery teams.
- Liaise with Lumos senior management in coordinating and developing proposals, including advising on systems, policies and processes required for success.

- Ensure that fundraising data and systems are accurate and well maintained
- Support the Head of Grants to share and drive best practice in opportunity identification and proposal development within the team and the wider organisation, and to develop new and innovative ways to inspire and engage partners.
- Providing oversight and advice on all Lumos proposals, including coaching team members to ensure a consistent high standard of content for all Lumos donors.
- Leading on reporting to donors, including developing and maintaining reporting systems and tracking.

Scope:

Lead the fundraising department's bid and proposal development processes and management, supporting ambitious income growth.

This is a developing role and flexibility will be required to meet changing priorities.

Person specification:

Skills:

Essential

- Outstanding organisational skills with the ability to prioritise a heavy workload.
- Exceptional written and verbal communication skills, including copywriting skills
- Able to provide leadership and direction within a high performing team
- A methodical and meticulous approach.
- Excellent people skills, tact and diplomacy.
- Strong teamworking skills with ability to motivate colleagues.
- A self-starter with high initiative, who thrives on complexity
- Outstanding numeracy and budget building skills
- Excellent interpersonal skills and the ability to communicate well with a broad range of people and influence senior level internal and external stakeholders
- Excellent ability to present complex information in an engaging way to a variety of audiences
- Enthusiastic and results driven
- Entrepreneurial approach to fundraising
- Excellent database skills

Knowledge:

Essential

- An excellent understanding of fundraising from a range of donors, including corporates, major donors, trusts and foundations and statutory (e.g. DfID, EU, USAID).
- Detailed knowledge of different donor requirements in relation to compliance.
- A solid understanding of international development programmes, including their design and delivery
- A clear understanding of the Charity's requirements of confidentiality and discretion.
- A strong working knowledge of Microsoft Office (Outlook, Excel, Word and PowerPoint).

Desirable

- An understanding of child's rights and deinstitutionalisation programmes.

Experience:

Essential

- Strong experience in budget building (£1m+) and ensuring compliance with an organisation's internal finance policies and donor requirements
- A proven track record in developing successful high value proposals (£1m+) for trusts and foundations, corporates, major donors and statutory funders.
- A proven track record in delivering against stretching fundraising targets and improving proposal conversion rates.
- Strong experience of providing insight to colleagues into proposal development that leads to increased income generation.
- Experience of setting up systems to improve performance in bidding and reporting
- Extensive experience of working to and meeting deadlines
- Experience of thriving in a dynamic, fast-paced environment or growth organisation
- Strong experience of delivering against and exceeding targets

Desirable

- Line management experience

Lumos is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and criminal records checks.