

Growth Officer

Location: Virtually-based.

Freelance: 3.5 days a week | 6-month freelance contract

Rate: £160-240 per day depending on experience

School of International Futures (SOIF) is a young, dynamic not-for-profit organisation expanding quickly, focused on making the world a better place. These are exciting times for SOIF as we experience a period of growth across the organisation and seek to expand our Next Generation Foresight Practitioners (NGFP) programme.

We are looking for a highly-organised and energetic Growth Officer to join our team. This is a new position with a dual role to support the growth of SOIF and the NGFP programme, which exists to accelerate the transformation of the next generation of changemakers using foresight to envision inclusive and equitable futures globally.

Across SOIF, you'll help us to explore new business models, to monitor and communicate the impact of our work to potential funders, donors, clients and other partners. You will also help us to establish new systems and processes to help us better manage and identify opportunities across the organisation. On the NGFP programme, you'll help us to build on the success stories from the last few years to expand the programme and achieve a sustainable funding model. You'll also help us to set up a social impact fund for members of the network, and to identify new initiatives that will support their work and build impact.

We imagine you'll have experience helping organisations to grow and enjoy the challenge of nurturing a growing team to identify and build new revenue streams. You must be reliable, efficient, process driven, well organised, flexible, and enjoy the challenge of supporting a small, fast-moving and growing team in a dynamic environment, sometimes under pressure. You'll enjoy building relationships and strategic partnerships. You may have experience in social impact funding, fundraising, and have helped start-up or other organisations to grow.

You'll understand how to build networks and partnerships, how to monitor impact and showcase individual and organisational success stories. You'll be motivated by doing socially impactful work and enjoy being part of a dynamic and growing team.

Your responsibilities

During your week, you'll split your time between the NGFP practice and supporting wider SOIF priorities with about two thirds of your time spent supporting the practice.

You'll work closely with the key members of the NGFP team, including the NGFP Practice Manager, the Creative Lead, and the NGFP network weavers. You'll also work closely with SOIF's Managing Director to develop and deliver on strategic priorities.

In the short-term you will focus on developing a growth strategy for both SOIF and the NGFP programme. In the longer-term you will support the team to deliver on these strategies while taking a leading role on specific opportunities as we seek to diversify and build a sustainable business model.

Day to day activities will vary from week to week but are likely to include:

Responsibilities

- Developing and delivering a growth strategy for SOIF with a particular focus on how to diversify, fundraise, and build sustainable funding for the NGFP practice
- Collaborating with SOIF and NGFP teams to determine the most viable, cost-effective approach to pursue new growth opportunities
- Drawing on insights from across our marketing, comms, sales, practice and project delivery to help us understand and identify opportunities for growth
- Managing SOIF sales and fundraising pipelines to help drive activity across the organisation
- Working with the directors to explore business models for the organisation
- Building and maintaining relationship with key strategic partners, funders and networks to support delivery and identify opportunities for collaboration and international engagement
- Meeting with potential partners to present and negotiate partnerships and other opportunities.
- Leading and managing project bids, proposals and sponsorships for the NGFP practice
- Establishing and overseeing a new fund to support the work of emerging next-generation foresight thinkers
- Leading on Monitoring, Evaluation and Learning processes for the NGFP practice
- Stakeholder management and other programmatic activities to support growth

Skills and experience



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Essential

- Well-organised, used to working effectively within and with virtual teams
- Previous experience in a similar growth or business development role
- Excellent analytical, problem-solving and management skills
- Software and hardware that runs up to date versions of relevant programs, including programs for virtual meetings
- Fluent English speaker with excellent written skills. Other languages are a welcome bonus.

Desirable

- Experience in social impact funding or fundraising
- Experience managing projects or programmes including monitoring and evaluation.
- Experience using a range of collaborative programs, e.g. Google Docs

Application

We are looking for the right candidate who can start in, or before, May 2021 An initial six-month contract with a review after 2 months, with the possibility for extension.

Interested candidates should submit a CV and detailed cover letter to recruitment@soif.org.uk, or just drop us a line if you have questions.

The closing dates for applications is Friday 16 April.

Interviews are expected to take place by teleconference in the week commencing 19 April.

All about us

SOIF was founded in 2011. It is headquartered in the UK but works globally with a completely virtual team. We're looking for brilliant, values-driven people to join us on our mission to create positive social change through applied foresight.

We're a growing, not-for-profit team with big ambitions and a global reach. We deliver foresight with impact by designing for purpose, complexity and participation. With flexible, virtual ways of working, we're trying to design and build the human workplace of the future.

Our community is global and spans across governments, NGOs, philanthropic organisations, and the private sector. Our project approaches, across all three sectors, draw on a range of foresight, strategy and policy lenses, with an emphasis on insight, rigour and impact.

Our Next Generation Foresight Programme is an important and growing part of our activity, alongside our Intergenerational Fairness and other thought-leadership. Established in 2018, with the launch of the NGFP awards, the NGFP Sensing Network is now one of the largest global networks of next-generation future-alert activists representing over 69 countries across six continents around the world. Today the network has over 350 members.

Find out more about us at soif.org.uk and nextgenforesight.org