**JOB DESCRIPTION**

**Job Title: Development Manager - Grants and Partnerships**

**Time Commitment: Full Time or Part Time, Permanent**

**Based at:** **MQ Office, London, EC1Y** with high levels of remote and flexible working available

**Reporting to:** **Head of Development**

**Salary:** **£30k – £35k per annum**

We already know a lot about IQ. We are learning ever more about the value of emotional intelligence or EQ. But our knowledge of Mental Health is way behind where it needs to be, and without research it’s just guesswork. We desperately need to improve our MQ! Through research into Mental Health, we can develop better treatments and preventions so that everyone can have a healthy MQ.

We champion and fund world-class research to transform the lives of everyone affected by a mental health condition. We strive to create a world where mental illness is better understood, diagnosed, treated and, maybe someday, prevented. Research is the first step towards making that a reality.

**Job Purpose Summary:**

It has never been a better time to join MQ as we have been sustainably and very successfully growing our high value income across individuals, foundations, corporates and partnerships and as we celebrate our 10th anniversary in 2023. The Development Manager - Grants and Partnerships is an integral role that will help engage transformational funders and institutions to support the MQ cause through their writing and ability to help shape our product and proposal development. The right person will be passionate about tackling mental health through research, a self-motivator and driven to ensure that projects are delivered to the highest possible standards. The Development Manager will act as the lead on grant and proposal writing for MQ applications across high value partnerships with foundations, major donors, corporates and institutional funders. The Development Manager will report to the Head of Development, working closely with and alongside an agile staff team of relationship and partnership mangers

**Key Responsibilities:**

* Lead on proposal writing for MQ applications across high value partnerships (5 figure+ across trusts, major donors, corporates and institutional funders)
* Work with research team and Head of Development to deliver proposals for new research programmes and partnership opportunities
* Deliver impact reports across our projects and for specific donor requirements
* Support Head of Development in relationship managing pool of partnerships
* Work with colleagues to identify and scope new high value partnership prospects and application opportunities
* Working closely with the team to build the Development annual budget and KPIs as well as report against income, expenditure and other targets
* Keep MQ’s central database up to date with all prospect actions

**The post holder will also**

* Contribute to achieving the overall objectives of MQ and participate in the development of its new organisational strategy.
* Provide other support to the Research team and MQ as required

**Person specification:**

***Key skills and attributes***

|  |  |
| --- | --- |
| **Requirements** | E – Essential D - Desirable |
| Previous Charity experience | D |
| Previous fundraising experience | E |
| Previous grant/bid writing experience | E |
| Previous experience in research organisation or international development / institutionally funded organisations  | D |
| Exceptional communication particularly in understanding and translating complex information and turning it in to compelling written proposals | E |
| Skilled at managing tasks and balancing priorities | E |
| Excellent eye for detail and ability to work accurately, with minimal supervision | E |
| Professional or personal interest or experience in mental health | D |
| Strong organisational and time-management skills | E |
| Ability to convey passion for MQ’s cause and the work that we do | E |
| Background or study in relevant fields of mental health sciences | D |

**Closing Date: 31 March 2023**

**Interviews:** Applications are being taken on a rolling recruitment basis and interested candidates should apply at their earliest convenience.

**Equal Opportunities Form**

MQ Mental Health Research wants to meet our aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. To do this we are launching a survey of all our Trustees, Research Council, Staff, Volunteers, Ambassadors and Awardees.

This survey will help us to ensure we continue to learn and progress our understanding of equity.

MQ needs your help to enable us to do this but filling in this form is voluntary. All information will be anonymous and confidential and be managed under our Data Privacy Policy.

Thank you so much for your time in completing this form.

**Gender** Man [ ]  Woman [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ]

If you prefer to use your own term, please specify here Click or tap here to enter text.

**Are you married or in a civil partnership?** Yes [ ]  No [ ]  Prefer not to say [ ]

**Age** 16-24[ ]  25-29 [ ]  30-34 [ ]  35-39[ ]  40-44 [ ]  45-49 [ ]
50-54 [ ] 55-59 [ ]  60-64 [ ]  65+ [ ]  Prefer not to say [ ]

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish [ ]

British [ ]  Gypsy or Irish Traveller [ ]  Prefer not to say [ ]

Any other white background, please write in: Click or tap here to enter text.

***Mixed/multiple ethnic groups***

White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]
Prefer not to say [ ]

Any other mixed background, please write in: Click or tap here to enter text.

***Asian/Asian British***

Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say [ ]

Any other Asian background, please write in: Click or tap here to enter text.

***Black/ African/ Caribbean/ Black British***

African [ ]  Caribbean [ ]  Prefer not to say [ ]

Any other Black/African/Caribbean background, please write in: Click or tap here to enter text.

***Other ethnic group***

Arab [ ]  Prefer not to say [ ]

Any other ethnic group, please write in: Click or tap here to enter text.

**Do you consider yourself to have a disability or health condition?**

Yes[ ]  No [ ]  Prefer not to say [ ]

**What is your sexual orientation?**

Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual [ ]  Prefer not to say [ ]

If you prefer to use your own term, please specify here Click or tap here to enter text.

**What is your religion or belief?**

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]

Muslim [ ]  Sikh [ ]  Prefer not to say [ ]

If other religion or belief, please write in: Click or tap here to enter text.