

# Development Manager at Hubbub

## Summary

**Location** – Hybrid/Central London

**Contract** – Full-time (35 hours p/w) permanent contract. Open to 4-days (28 hours p/w).

**Reporting to** – Head of Trusts & Foundations

## Who we are

**Hello, we're Hubbub.** We're an environmental charity making sustainability second nature. We work with organisations who know they can't afford to stand still on sustainability and believe in the potential for creative ideas to make a difference. We help our partners to:

- Design and deliver **behaviour change programmes** with measurable results
- Get cut-through on their campaigns, with award-winning **design and communications**
- Create strong **community partnerships** that drive local change and build brand trust
- Nurture a culture of sustainability through **employee engagement**
- **Measure and communicate the impact** of their sustainability work, so they can share their progress with confidence



## Our Values



## The Role

Hubbub is looking for a motivated fundraiser join a thriving development team at an exciting and pivotal moment in our charity's growth. With significant expansion in our Trusts & Foundations income over the past 18 months, we are now poised to build on this success and strengthen our philanthropic partnerships.

As Development Manager you will have the opportunity to shape the future of our Trusts & Foundations programme by cultivating new relationships and securing substantial funding from trusts, foundations, and statutory bodies. In addition, you will also play a key role in advancing our income generation from businesses and contribute to the development of our events and funder communications.

This is your chance to leverage your creativity, passion, and expertise to forge impactful partnerships that drive meaningful environmental change on a large scale!



**Your role will include:**

- Securing funding for diverse aspects of our work against Hubbub's annual fundraising target, from core costs to specific roles, to scaling successful projects.
- Contributing to the growth of the Trusts fundraising pipeline, nurturing new relationships with both solicited and unsolicited prospects, and supporting colleagues to do the same.
- Working closely with Project Leads and Directors to deliver engaging and persuasive trusts and statutory proposals that expertly match funding criteria to Hubbub's projects and priorities.
- Identifying external networking opportunities for yourself and the wider team to increase our visibility amongst potential funders and build new relationships.
- Undertaking regular prospect research to identify new Trusts that align with Hubbub's strategy, focus areas and projects
- Strengthening existing Trusts relationships by showcasing our impact through timely reporting, and delivering donor stewardship to high standards.
- Updating our funder database ([Pipedrive](#)), with relevant funder information in a timely manner.
- Keeping up with environmental and philanthropic developments and trends so you can join the dots between the urgent environmental challenges that we face, the sustainability ambitions of funders and our own strategic objectives.
- You will also be expected to join in-person funder meetings whenever required, likely in and around London.

**You will also support:**

- The wider team to secure income from businesses. This will involve developing introduction decks, employee engagement offerings, client proposals and more.
- Hubbub events by contributing to ideas, compiling invitee lists, and drafting invitations.
- A variety of other activities that will support our income generation when required.



## Who you are

- You're motivated and ambitious, with a tenacity to work towards targets. You will have secured 5-6 figure grants from Trusts and statutory bodies. You're open to taking risks and learning from failure.
- You're an excellent bid writer and enjoy converting complex projects into winning proposals with funders' motivations and criteria in mind.
- Your relationship building skills are top-notch, both virtual and IRL. You're confident developing new funder relationships from scratch, whilst nurturing existing ones. You enjoy getting away from your desk and finding opportunities to network.
- You have a deep understanding of how trusts and foundations work and are open to sharing your knowledge with colleagues.
- You're collaborative and able to work across all levels of an organisation, managing up and down when needed, to produce high quality bids on time and on budget.
- You'll enjoy researching and prioritising new Trusts funders to approach.
- It would be a bonus if you have experience fundraising from businesses and/or high net worth individuals, plus utilising a CRM system to not just track deals but identify useful insights.

Regardless of your experience, alignment with Hubbub's values is essential. Hubbub's success and distinctiveness rests on the quality of our people. At every stage of their career, a Hubbuber is:

- Intellectually and politically curious and engaged.
- Proud of the work they do.
- Upbeat, motivated by challenges, and tenacious in solving them.
- Creative, innovative and playful.
- Team players, sharing success and solving issues and challenges collaboratively.
- Organised, dedicated and conscientious, with fantastic attention to detail.



- Flexible, willing and able to respond to constant change and challenge.
- Committed to communicating in a way that is compelling, clear, accurate and accessible.

If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you!

**Hubbub is committed to creating a workplace where anyone and everyone can thrive.**

We welcome applications from people of all backgrounds, and would particularly like to encourage applications from the following groups who are currently underrepresented in the environmental sector and our team:

- people who are working class or from a working-class background
- people of colour or racially/ethnically minoritised groups.

## The Package

- **Flexible working** – We trust our team to do a good job and be committed, and how they do that is up to them! We're currently asking the team to come to our wonderful [Somerset House](#) office one-day per week with flexibility for in-person funder meetings. Our core hours are 10am-4pm, but we are flexible to suit people's needs. Flexible working also includes any reasonable adjustments required to enable each person at Hubbub to work to the best of their abilities.
- **Wellbeing** – Our team's wellbeing is crucial and we take a holistic approach, aiming to provide clarity of expectations, achievable workloads and a psychologically safe working environment where anyone can thrive. Our residency at Somerset House allows us access to free counselling sessions for all of Hubbub staff.
- **Training and Development** – We're committed to the development of our team. We have an agile goal setting process with clear lines for progression. We offer ongoing professional development through coaching and a generous training budget.



- **Away Days & Socials** – We all get together at least twice a year for Away Days, with activities ranging from a fun overnight stay at an eco-resort in the English countryside to kayaking on Camden Canal. We also run regular socials arranged by the team including repair workshops and film nights to scavenger hunts and wild swimming.
- **Holiday** - 25 days per year, plus bank holidays. Our office also closes for around 2 weeks at Christmas which is additional to annual leave, and if you hang around for 5 years, we offer an additional 4-week paid sabbatical.
- **Pension** - 5% employer pension contribution, with an ethical pension provider.

