

## **Regen SW - the sustainable energy agency for South West England**

### **JOB DESCRIPTION**

Development Manager

(Initial one year contract with strong potential for extension)

Location: Exeter

Reports to: Director of Sustainable Energy Delivery

Salary range: £33,000 - £40,000,

#### **Purpose**

Regen SW is working to speed up the transition to a low-carbon economy in South West England. We do this by increasing the uptake of renewable energy, unlocking sustainable energy business opportunities, and championing effective energy-demand-reduction initiatives.

Regen SW is at an exciting point in its development. Having developed a track record as a successful catalyst for sustainable energy innovation and deployment we now want to increase our impact by bringing in new funding to extend this work and diversify our funding base. Our initial focus will be central government funding, local government and commercialising our publications and events.

You will need to combine strong entrepreneurial skills with the ability to understand and influence public funding and private sector commercial decisions. We have a twelve month window to prove to our core funders that we can create leverage for the region from this post, but if you are successful, there is a strong possibility that the contract will be extended.

You will not be starting from scratch. We have an excellent reputation and contacts. Our work on biomass has attracted a multi-million-pound grant from central government and our successful Renewables Futures Conference generates significant sponsorship and exhibition revenue.

Your job will be to build on this work, by taking forward new opportunities identified by the team, developing funding and sponsorship proposals with project managers and taking these through to completion. You will need a proven track record of project development, bid writing and preparing and delivering commercial pitches – ideally in both the public and private sector.

You will also need to be able to think strategically, so that your work is always aligned with our business plan and objectives. Ideally you will have a strong understanding of energy technology and markets, but if not you will have to be able to learn very fast.

## **Principal Responsibilities**

### Business development:

- Working with Regen project leads to develop new proposals and funding bids to accelerate the delivery of sustainable energy in the south west,.
- Liaise with other parties in the region to strengthen bids or to create partnership proposals, e.g. the South West RDA, local authorities, and business.
- Develop strong relationships with funders to understand their needs and communicate our offers.
- Pitch proposals to funders.
- Support projects through to successful completion against project objectives.
- Develop sponsorship, exhibition and advertising pitches for Regen's publications, website and events; and
- Help negotiate contracts and ensure that the organisation can deliver on contractual terms.

### Funding strategy:

- Play a leading role in researching, developing and updating Regen's funding strategy
- Manage Regen's prospect management system
- Assist the organisation in the development of its business plan

### Communication and team working:

- Ensure project leads are intimately involved in developing proposals, evaluating delivery impacts and communicating the benefits of bids.
- Work closely with the CEO to ensure effective liaison with the South West RDA and national partners.
- Work co-operatively with other members of the Regen SW team to maximise the quality and effectiveness of the agency's output.
- Take full responsibility for delegated projects and budgets.
- Supervise external consultants, volunteers and staff as necessary.
- Undertake any other duties, appropriate to the post, as delegated by the Chief Executive.

## **PERSONAL SPECIFICATION**

Development Manager

### **Essential**

Business development:

- Outstanding experience of bid writing and fundraising
- A strong track record of successful project development and delivery
- Experience of partnership bid development
- Strong writing skills
- Experience at setting and evaluating budgets
- A good understanding of public and private sectors

Team working and communication:

- Ability to communicate effectively to a wide range of audiences
- Experience and commitment to collaborative team working.

Personal qualities:

- High degree of initiative and self-motivation
- A commitment to sustainable energy
- Ability to prioritise and organise own work
- Ability to supervise external consultants, volunteers and staff
- Willingness to work unsocial hours as required

### **Desirable**

Business Development

- Experience of developing sponsorship, exhibition and advertising pitches for publications, websites and events.
- An understanding of energy policy & markets.
- Experience of working in renewable energy markets.
- A good understanding of contractual issues.

Team working and communication:

- Familiarity with spreadsheets and databases.

### **Key Performance Indicators**

- Lead Regen SW raising a minimum of £100k within 12 months
- Lead the development of a funding strategy within 6 months

**Benefits and term**

- Starting salary £33,000 (more may be available for an exceptional candidate)
- 25 days paid holiday a year plus public holidays
- 12% pension contributions after 6 months

**Application process**

- Apply by post or email with a CV and a letter giving evidence of how you meet each one of the requirements of the Person Specification.
- Send your application to Chloë Uden, Regen SW, The Innovation Centre, Rennes Drive, Exeter EX4 4RN or by email to [cuden@regensw.co.uk](mailto:cuden@regensw.co.uk)
- The deadline for applications is the 12<sup>th</sup> of October.
- Short-listed candidates will be invited to interview in Exeter at a date to be confirmed.

**21 July 09**