Youth Business International
Creating lasting change for young entrepreneurs and their communities

Youth Business International (YBI)’s mission is to support young people to start, grow and sustain their businesses - enabling them to create jobs, build communities and transform lives.

However, with 66 million unemployed youth worldwide and 145 million young workers living in poverty, this potential is not being realised.

Young people are critical to future economic development and key to achieving the Sustainable Development Goals.

Addressing the youth employment crisis is imperative, not only for the well-being of young people but also to ensure sustainable, inclusive growth and social cohesion globally.

Locally rooted network leading to global impact
Established in 2000, YBI brings together organisations with aligned goals to develop and scale the most effective solutions to the critical challenges facing young entrepreneurs and catalyse positive change in entrepreneurship culture.

Since 2014 we have supported over 95,000 young people to start or grow a business by delivering a range of practical entrepreneurship support services, from guiding a young person to register a new business and improving their bookkeeping skills to helping them write a business plan or grow their fledgling business through facilitating access to finance.

Our goal is to reach 1 million young people by 2025

Our expert members
Our 50+ members are diverse, ranging from training organisations, microfinance institutions, mentoring specialists to business associations and incubators. Locally rooted and locally led, members combine deep contextual knowledge with YBI’s sector-leading global expertise and tools.
The Network effect
YBI is supported by the Network Team, based in London, UK and Bogota, Colombia. This small, passionate team are committed to equipping members with the most effective solutions to empower youth with the right tools to start and grow sustainable businesses. As a network, we learn, innovate and influence together to drive impact for young entrepreneurs and their communities.

Learn
Building impactful organisations
We deliver training and other capacity development support to facilitate learning exchanges and connect members to partners with relevant expertise.

Innovate
Developing new products and services
We convene the collective expertise of the network to identify gaps in support for young entrepreneurs and collaborate to develop solutions.

Influence
Generating and leveraging evidence
We work with members to undertake research on priority themes and use these learnings to drive change in policy and practice.

Our values and team
Our values are embedded in everything we do:

Tenacity - We won’t give up until every young entrepreneur has the opportunity to succeed;

Collaboration - We work together as a team, building trust to connect and empower;

Quality - We strive to set the highest standards in youth entrepreneurship support.

You will work across the YBI Network Team and with members on a range of projects. Maintaining our reputation as a leading global network requires a highly skilled, knowledgeable, energetic team to manage our internal business functions. As a part of this diverse and talented group of individuals, you can play a vital role in Youth Business International success.

Role Overview

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Development Manager</th>
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<tbody>
<tr>
<td>Location</td>
<td>Central London (with occasional travel post-COVID-19)</td>
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<tr>
<td>Term</td>
<td>Permanent</td>
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<tr>
<td>Hours</td>
<td>Full-time (Mon-Fri, 37.5 hours per week) open for flexible working requests</td>
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<tr>
<td>Salary</td>
<td>£35,000-£40,000 per annum (depending on experience)</td>
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<td>Reporting to</td>
<td>Head of Development and Programmes</td>
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Youth Business International is seeking an experienced Development Manager to originate and develop funding partnerships with high-value Trusts and Foundations as well as bilateral and multi-lateral institutions. The successful candidate will lead on programme and partnership development and will be instrumental in nurturing innovative global partnerships which further YBI’s strategy and impact.
Role Purpose

This role is instrumental in achieving our ambition through developing new partnerships and programmes with the following principles in mind:

a) Building/maintaining strong working relationships and balancing carefully the needs of our partnerships with the needs and capacity of our members - both sets of stakeholders will enjoy a trusted relationship and a rewarding experience of working with the Network Team.

b) Demonstrating greater impact for every partnership ‘dollar’ - attending sector meetings to develop knowledge of trends, best practice, to advocate on behalf of YBI, and to cultivate new partnership opportunities.

c) Delivering well and consistently - working with partners, YBI Network Team and members to ensure the programmes and partnerships we develop are impactful and achievable and delivered effectively.

d) Contributing to the Network Team’s continuous improvement - supporting the development of replicable and innovative partnership models based on lessons learnt; contributing insights and guidance at senior level about maximising the value of existing partnerships.

Key Responsibilities

1. Development of Partnerships

- Research, network and explore potential opportunities and partnerships to support our work
- Develop and present creative and engaging pitches for identified prospects.
- Support the development of proposals to existing partners where YBI is seeking investment/buy-in for new projects as part of an existing programme.

2. Stakeholder Stewardship

- Account manage a portfolio of key relationships ensuring the partnerships are delivered effectively, in coordination with relevant colleagues from other teams.
- Ensure contract requirements are met and relationships with partners are transparent supportive and supportive.
- Collaborate with the Communications Team to develop and agree appropriate and insightful communications collateral relating to the programmes.

3. Programme Development

- Work with YBI Network Team, members and partners to lead on bid development and effectively design and develop innovative and impactful programmes.
- Provide insights and guidance at critical stages to ensure programmes are aligned with YBI’s organisational strategy and partnership objectives.
• Responsible for developing programme budgets, working with members and finance teams to ensure that budgets represent good value for money for YBI and partners.

• Responsible for developing targets, KPIs and milestones together with Evidence and Learning team.

• Contribute to the development of annual plans, budgets and team processes and framework

4. Trends and Relevance

• Keeps abreast of new topics and trends related to youth entrepreneurship.

• Play a key role in developing YBI’s inclusivity in entrepreneurship approach.

Person specification

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<tr>
<th>CRITERIA</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education and Training</strong></td>
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<tr>
<td>Degree or equivalent experience in a relevant field</td>
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<td><strong>Professional skills</strong></td>
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<tr>
<td>Proven ability to build partnerships with funders and develop funding bids</td>
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<tr>
<td>Demonstrable experience (minimum of 3 years) of managing a pipeline of new partnership opportunities and a portfolio of relationships</td>
<td>✓</td>
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<td>Proven ability to work collaboratively and flexibly across teams to lead the development of compelling proposals and fundraising tools</td>
<td>✓</td>
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<td>Excellent understanding of organisational and programmatic structures</td>
<td>✓</td>
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<tr>
<td>Experience of developing programs or programmatic approaches or policy</td>
<td>✓</td>
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<td>Proven ability in building and maintaining a high-level and diverse network of effective working relationships, both internally and externally</td>
<td>✓</td>
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<td>Ability to communicate with impact at all levels and to recognise and effectively manage potentially sensitive situations</td>
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<td>Strong financial management skills</td>
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<td><strong>Sector Experience</strong></td>
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<td>A proven &amp; strong track record of successfully cultivating, designing, bidding for and securing funding from at least two of the following: institutional partners, large foundation/trust donors, corporates and major donors</td>
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<td>Proven success of designing multi-stakeholder strategic and operational programmes</td>
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<td>A good working knowledge of the economic development sector and fundraising for an economic development focused international NGO</td>
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<tr>
<td>Experience of building robust evaluation and learning processes and impact assessment</td>
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</table>
Advanced level experience of grant management and reporting in the non-profit sector ✓  
Experience of donor relationship in the NGO sector ✓  
Experience of managing/designing youth entrepreneurship support programmes ✓  
Experience of work with major donors/philanthropy ✓  
Experience of managing/designing programmes in a developing country context ✓  

Other
Fluency in English ✓  
Language skills, especially Spanish and French ✓  
High levels of autonomy and self-motivation, with the ability to quickly adapt and work with pace ✓  
Experience of working in a network, or a global outlook with experience working across cultural contexts ✓  
Knowledge of youth development, livelihoods and entrepreneurship, techforgood, impact investment, circular economy, sustainability ✓  

How to apply

If you are interested in applying, please send your CV (maximum 2 x A4) and a covering letter to HR@youthbusiness.org. Your covering letter (maximum 2 x A4) should:

- Explain why you want this job;
- Explain how your background and experience make you a suitable candidate - please use examples of specific projects and achievements;
- Show what relevant skills and knowledge you will bring, referring to the person specification;
- Confirm you have an existing right to work in the UK (we are unable to accept applications otherwise);
- Confirm where you saw this job advertised.

Closing date: Monday, 27th July at 09:30am
Interviews: w/c 27th July 2020

YBI is an equal opportunity employer and we are opposed to discrimination on any grounds. We are committed to creating a diverse environment therefore all qualified applicants will receive consideration for employment without regard to disability, race, religion, gender identity or expression, sexual orientation, age, or ethnic or national origin. Please let us know if you require any reasonable adjustments, due to a disability, to assist you in completing your application and/or participating in a selection test or attending an interview in the event that you are shortlisted.

At YBI, your right to privacy and confidentiality is important to us. By applying for this job, your information will be entered into our recruitment system for YBI’s employment purposes only and for no longer than one year after the post has been filled; then personal data will be disposed of in the GDPR compliant manner. We store all data securely and will not disclose it to any third parties without your consent. Please see our Data Protection Policy here to find out more.