

# Production Manager (in fundraising) - Maternity cover

**Contract:** Full time 1-year maternity cover, potential for permanent role following on.

**Salary:** £32,000-£35,000pa (dependent on experience)

**Holiday:** 28 days pro rata

**Location:** Hackney Downs Studios, London

**Start date:** May 15th 2017 or as soon as possible afterwards

**Application deadline:**

We're assessing applications on a rolling basis every two weeks with the next deadline 11.59pm on Sunday 16th April. When we find the right person we will hire them.

**Contact:** [hello@child.org](mailto:hello@child.org)

**Apply:** <http://child.org/job-application-form>

---

## The role

Are you an experienced product leader? Do you get a kick out of your products and businesses making money? Do you want to take ownership and responsibility of a series of innovative products and be the person that drives them forward?

Lead the most exciting product team in the sector. This is an exciting opportunity to be part of a small, fast-growing international development organisation that approaches fundraising differently - we create products that make money - like mini startups within the organisation. We pilot the idea, we iterate it, we improve it and if they make money, we scale them - bigger and better.

This is how [Charity Apprentice](#), [Charity Concierge](#) and [Treat](#) were all born. You, our new Production Manager, will manage our producers and be strategic lead on their products as well as driving new business development for those products.

The role will depend which products are incubating at the time, but your role could include:

- Manage a team of fundraising product officers ensuring high levels of performance
- Manage that team to coordinate and deliver a range of successful products
- Lead on new business development and commercial partnerships for all products
- Product strategy & development
- Coordinate, commission and manage contractors across our products
- Define digital direction and take responsibility for digital implementations
- Project management
- Supporting the producers in pitching, budget management and selling

- Helping to plan fundraiser engagement and managing corporate and major donor relationships

These will change and evolve and are flexible. We create new products quickly and regularly - about one every quarter. We constantly assess what's working and who is working on what. You will give your team full support to deliver their products, and will be responsible for helping to drive them forward and recruit people to use them.

## **About you**

You have a natural instinct for business, seeking out opportunities for income growth and for maximising anything that comes your way.

You will be enthusiastic, diplomatic and adaptable in your approach.

You have the organisational skills and attention to detail to implement and maintain a project plan.

You are a confident networker who can communicate well with other people, ranging from students to Chief Executives.

You will be someone who can keep contacts warm and convert people - you have to find sealing a deal exciting.

You are the kind of person to whom a day that could include everything from thanking donors, writing out a design specification, meeting committee members and making tiffin sounds ideal.

You are the kind of person who wants to have an impact, who likes to throw themselves into something. There is no room for someone who looks forward to 5pm arriving so they can leave. We don't want you to stay after 5pm very often, but we want you to be unhappy about that.

## **You'll be really good at**

### **1. Project coordination**

You will be overseeing a wide range of fundraising projects and products. All will be at different stages of development and will be a demand on your time. We need someone who can manage a diverse range of priorities and deliver on time, whilst responding to new opportunities, or the need to drop everything and muck in with the team.

### **2. Communication skills**

This role is external facing - you will spend a lot of your time with people or on the phone. We need someone in our team who is able to communicate clearly and passionately about what we do, and read and understand the people they meet. The confidence to pick up the phone or speak to a huge range of people is vital.

### **3. Self direction**

You will have the support of the whole team behind you, because that's how we work at Child.org. There are also some pretty amazing trustees and volunteers with fundraising and business experience who will be on hand to help. However, we are a small charity and there's a huge amount to do. This means we need someone who is able to work proactively and under their own initiative, and who thrives on the chance to prove what they can really do.

## 4. Eagerness to sell

As a role which is about generating money for the business, a keen sense of what will make money and what won't, is important. As is the ability to get out there and make deals. We need someone who will actively facilitate the success of their team's products by getting out there and bringing in clients. That's what makes a product successful.

## Applying for the role

### Required experience

What you need to convince us of, is that you are driven, smart and capable of taking promising exciting young businesses and turning them into scaleable high-income-generating successes.

Obviously, we'd love you to also have a huge range of experience in all sorts of areas of fundraising and product development, the digital/creative world and and relationship management. However, we understand that this is a varied and skilled role so don't expect you to tick every single box.

We imagine you'll have some strong experience in:

- Line management
- Project management
- Sales lead generation and conversion
- Business development
- Digital production
- Relationship management
- Budget management
- Making products awesome

### Application guidance:

We do want to see your CV, but we also want a cover letter that explains why you will be really good at raising money for us. Focus less on your passion for the cause, and more on how your skills and drive will help make our products a success and increase our income - because that's how we'll impact the lives of children most. Tell us what you like about what we do; or what you think we should be doing; or why we should entrust you to manage our products. Give us a flavour of what having you as part of the team will be like.

### Further information:

Not sure what we mean about building businesses as a fundraising mechanism? Well take a good look through our [Master Plan](#) and maybe watch our Managing Director [Thomas Muirhead give a TEDx talk](#) about how charities need to move beyond giving. There is also more on the website about [who we are](#).

--

As an organisation we don't pigeonhole our producers into 'Sports Fundraising' or 'Special Events' - we're about launching exciting products and businesses that are connected by the fact that they are things people want to buy because they enhance their lives. Take a look at some of the products we currently have in the portfolio:

- [Treat](#)
- [Charity Apprentice](#)
- [Charity Concierge](#)
- [Undercover Books](#)
- [Brighter Days Ahead](#)
- [Spectacular Pub Quizzes](#)