

Job description: Pro Bono Manager

Title:	Pro Bono Manager
Team:	Investment (and works closely with Philanthropy & Partnerships)
Reporting to:	Investment Director
Salary:	£38,335 per annum
Location:	Central London (currently remote working)
Duration:	Permanent
Working hours:	Full time (37.5 hours per week)
Starting date:	ASAP

About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with this group of young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations.

In partnership with other funders we help our charities expand and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 40 members of staff, supporting 20 charities with programmes across England, Wales and Scotland.

About this role

The Pro Bono Manager works as a part of the Investment Team to secure, manage and develop support to our charity partners delivered by pro bono partners. This includes both highly skilled individuals and leading companies with specialist expertise, some of whom are also Impetus donors.

Pro bono support is a critical pillar of our model, complementing the 1:1 support delivered by our investment team along with peer learning and policy support.

An example project includes maintaining a strong working relationship with a leading consultancy firm, matching them to one of our charity partners for a key project, checking in with the Investment Director to ensure the project is running smoothly and capturing data on the project to measure the impact of that work. Typical projects include, leadership coaching, financial due diligence, market analyses, review of governance.

The pro bono function within Impetus is well established with a strong network of volunteers and well established systems and processes. Valued at over £2m per year, our pro bono programme will need to continue to develop and grow, through the cultivation of new partnerships, in order to serve our strategy and mission.

Impetus draws on its network of supporters to source some of its pro bono resources and, as such, it is also an important part of our engagement programme for our donors. The Pro Bono Manager will work closely with the Philanthropy and Partnerships Team and particularly the Philanthropy Manager for Engagement to make sure our pro bono programme offers attractive engagement opportunities for donors.

Key responsibilities

Pro bono project coordination – scoping and tracking of all pro bono projects

- Approving pro bono support briefs for individual projects developed by Investment Directors
- Sourcing support for individual projects
- Monitoring the delivery of individual projects and reviewing the quality of execution
- Recording all pro bono contacts and projects within Salesforce database
- Working with Investment Directors and Impetus Senior Management Team to map the annual plan for pro bono support for individual charity partners and Impetus
- Identifying any gaps in sourcing of support
- There will be multiple projects running simultaneously and requires organised project management to ensure they all run smoothly

New business – bringing in new pro bono partnership

- Sourcing new, high quality pro bono support to meet charity requirements and to add to our donor engagement programme
- Managing the processes of researching new partners, stewarding existing partners including leading appropriate meetings and events, and induction of new experts into the network
- Attending fortnightly Philanthropy Team meetings to understand needs of donors and the engagement programme

Performance management - improving quality and impact

- Reviewing the impact of the pro bono support on improving a charity's leadership, impact or scalability
- Annually reviewing delivery and impact of projects and adjusting our pro bono offer to maximise its impact

Support to the Impetus organisation

- Source suitable pro bono support for Impetus' own needs to deliver our strategy as requested by colleagues
- Collecting the value of all pro bono activities during the financial year to support the finance team in preparation of the annual accounts
- Tracking the amount of pro bono offered to and delivered by our financial donors
- Share the learning from our work across the team, across the organisation and externally
- Work within Impetus strategy, policies and procedures.

Person Specification

- Proven experience of maintaining and developing excellent relationships with a range of stakeholders
- Ability to proactively seek and originate new business and activities whilst maintaining and developing existing networks
- Excellent verbal and written communication skills
- Strong organisational skills with the ability to work independently to prioritise workload and manage conflicting demands in a fast pace environment
- Excellent IT skills, including a good working knowledge of Microsoft Office and the use of CRM systems
- Excellent team player, with a commitment to working in a collaborative and inclusive style
- A strong interest in partnering closely with charities that are committed to doing what it takes to get better
- Understanding of the role which skilled volunteering can have for charities
- Growth mind-set; seeks out and acts on feedback in order to improve performance
- A strong commitment to equal opportunities and diversity in the workplace
- Experience of working in a similar role (desirable)
- Knowledge or experience of the youth or charity sector (desirable)

How to apply

Please send your CV and supporting statement to recruitment@impetus.org.uk by **9am Monday 19 October 2020**. The supporting statement should be no more than one side of A4 and should address the criteria in the person specification.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a

range of options for the successful applicant. All options can be discussed at interview stage.

First round interviews will take place week commencing 2 November 2020

Second round interviews will take place week commencing 9 November 2020

Due to the large number of applications we receive, it is not possible to write to you should you not be shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion.

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and encourage applications from people of all backgrounds.