

Associate Director

Reporting line: Director of Consulting

Purpose of job:

An Associate Director will lead NPC's work to improve the effectiveness of the social sector with a specific focus on Strategy or Data & Learning as agreed with the Director of Consulting. This leadership of work will be delivered through the sale and delivery of client work and funded research projects, and through NPC's thought-leadership and profile in the sector. This post is a member of the Research and Consulting Management Team and of the extended SMT and reports to the Director of Consulting.

Success for the role is:

- generating income from NPC's consulting work and building our work in new markets;
- helping the sector to be more effective; and
- building and delivering on NPC's reputation as a thought-leader.

Main duties:

Strategy and planning


Work with the Director to develop a strategy and annual business plan to enhance the social sector's effectiveness and achieve revenue targets by:

- identifying appropriate products and services, understanding markets (charities, foundations, corporates, government and philanthropists) and research/thought-leadership priorities;
- agreeing a revenue target and how it will be achieved;
- identifying resources and skills required; and
- monitoring progress against the business plan and take action as needed to ensure successful delivery.

Revenue generation: Business development and fundraising

Meet the revenue targets by leading the selling and delivery of NPC's research and consulting services in Strategy or Data & Learning, including:

- identifying target markets and clients and managing NPC's approach to them;
- identifying tender opportunities and managing NPC's bid submissions;
- ensuring timely responses to enquiries and other new business opportunities;
- ensuring that proposals submitted are high quality and well thought through; and
- supporting others in the team to sell work to clients.



Work with others to secure funding for think-tank projects, including:

- identifying potential sources of funding for think-tank projects; and
- developing proposals for the projects and helping to secure funding.

Build the profile and understanding of NPC's services and research through:

- working with the Think Tank and External Affairs team to develop marketing materials; and
- raising the profile of NPC 's work in the sector through blogs, publications, public speaking.

Project delivery

Take responsibility for the delivery and quality of NPC's client and research projects for Strategy or Data & Learning, including:

- ensuring that consulting and research projects are high quality, meet client needs and expectations, and are delivered to time and budget;
- resourcing projects appropriately and managing changes in resourcing needs as needed;
- acting as a sponsor for projects;
- ensuring that NPC processes are followed for project delivery (for example, project management, time reporting, impact reporting); and
- identifying and resolving issues that arise with client or research projects.


NPC profile and relationships within the sector


Lead on building NPC's profile on Strategy or Data & Learning through:

- developing relationships with key individuals in the sector including corporates and impact investors;
- working with others across the organisation to promote NPC's work; and
- representing NPC including at conferences, events and in the media.

Internal management

Support the Director to manage the Research and Consulting team effectively through:

- inputting to resourcing decisions to ensure staff are utilised appropriately and efficiently;
 - taking on staff development responsibilities including line management, recruitment, induction;
 - building the skills of the team;
 - inputting to processes for performance management and staff development; and
- 



working with the Principals to develop the Research and Consulting business plan. Other tasks

Take on other tasks as required and appropriate.

Key skills and competencies:

Essential

- At least eight years' experience in a relevant role in the social sector, government or a consultancy
- Strong experience of delivering and managing quality research and consulting work
- Experience of developing a strategy and execute a business plan including identifying client needs, products or services, and routes to market
- Demonstrated ability to develop thought-leadership in an area
- Experience and success in identifying new business opportunities, managing a pipeline and delivering against a sales target
- Ability to build excellent external relationships with clients and other sector leaders
- A passion for working in a not-for-profit environment, and for achieving NPC's vision of a more effective social sector
- Specialist skills: experience in developing strategy or data, learning or evaluation approaches in the social sector context

Desirable

- A solid understanding of the voluntary sector, current trends and challenges
- Excellent organisational and project management skills;
- Initiative and ability to work independently;
- Experience of managing others;
- Ability to foster a strong team spirit;
- Confident, proactive attitude and flexible approach that combines energy, enthusiasm and a willingness to learn;
- Ability to communicate effectively, both internally and externally, orally and in writing