Director of Development and External Relations

JOB DETAILS

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director of Development and External Relations</th>
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<td>Reports to (title):</td>
<td>Chief Executive Officer</td>
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<tr>
<td>Date:</td>
<td>June 2024</td>
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<td>Position</td>
<td>Permanent, full time, hybrid working</td>
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PURPOSE OF THE JOB

The Director of Development and External Relations is a key leadership position within Cochrane, responsible for shaping and implementing the organization's external engagement strategy and attracting donors.

As Director of Development and External Relations for Cochrane, you will be a global ambassador for the charity and a vital part of the Executive Leadership Team. You will build and develop relationships with key stakeholders across the global health landscape, enabling the generation of income, advocate for evidence-informed decision making and foster meaningful partnerships.

Reporting directly to the Chief Executive Officer, you will play a pivotal role in advancing Cochrane’s global impact and ensuring the charity’s sustainability. You will be responsible for increasing Cochrane’s income and reputation and influence among key audiences including funders and policymakers. You will lead a directorate responsible for fundraising, advocacy, partnerships, communications and Cochrane Response, our global health consultancy.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS

Provide strategic leadership

- Develop and execute a comprehensive influencing strategy, ensuring Cochrane is represented and well-regarded in target constituencies.
- Collaborate with the CEO and senior leadership team to align external affairs and development initiatives with organizational priorities.
- Provide strategic advice and guidance to senior colleagues and Board members.
• Provide visionary leadership to the team leads of Fundraising, Advocacy and Partnerships, Communications, and Cochrane Response, ensuring their activities are coordinated and impactful.

**Build relationships and partnerships**

• Expand Cochrane’s reach and influence through interactions with public, private, and philanthropic leaders.
• Develop and implement opportunities for creative partnerships and philanthropic investments, promoting investment in all areas of Cochrane’s work.
• Leverage, build and maintain strategic relationships with key external stakeholders including funders, policymakers and academics to enhance Cochrane’s convening power.
• Build and strengthen formal partnerships with key global health actors.
• Develop excellent working relationships with leaders across [Cochrane’s global community](#), driving greater alignment and collaboration.
• Represent Cochrane at relevant conferences, meetings, and events to promote the organization’s work and forge new partnerships.
• Develop and oversee a joined-up approach to relationship management across Cochrane.

**Fundraising delivery**

• Working with the Head of Funding and Partnerships to deliver long-term net income growth and resilience through contributing to a balanced income portfolio (including commercial income) appropriate to Cochrane. This includes:
  o Building a collaborative fundraising culture and approach with and within the international Cochrane community
  o Developing and implement an appropriate and outstanding stewardship programme for all prospects, donors, and supporters
  o Working closely with colleagues and the Cochrane community to develop a pipeline of fundable projects

**Income, innovation and enterprise**

• Work with colleagues to explore opportunities for Cochrane to generate additional income from offering mission-related products and services including with Head of Cochrane Response, a successful evidence synthesis operation.
• Working with the Director of Publishing and Technology and the Director of Finance and Corporate Services to develop business cases for possible options, setting out costs, benefits, risks, and opportunities
• Monitor and evaluate the performance of such activities, taking appropriate action to improve results if needed
Communications

• Oversee the work of the Communications team, led by the Head of Communications to ensure consistent, clear, brand-aligned communications to existing and new audiences, internally and externally
• Maintain an effective crisis management plan to ensure we can manage unforeseen situations and safeguard our reputation

Manage the team:

• Foster a collaborative and inclusive team environment, promoting professional development and high performance among team members.
• Oversee and take responsibility for the work of the Directorate, offering strategic support and ensuring joined-up working between the Fundraising, Advocacy and Partnerships, Communications and Cochrane Response teams.
• Provide high-level strategic and budgetary oversight and concept development of large-scale events including the Cochrane Colloquium. This is a scientific conference that brings members of Cochrane’s global community together to discuss research into important global health questions and promote evidence-informed health care. It is hosted in a different country every year, has a budget of ~£1 million and usually has around 2,000 attendees.

PERSON SPECIFICATION

Essential

• Proven experience in a senior external affairs and development or related role within the global health sector.
• Excellent interpersonal diplomacy and relationship-building skills, with proven experience influencing high-level stakeholders including funders.
• Extensive network within the global health community, including relationships with global health leaders and funders.
• A track record of growing income, including experience of securing major gifts
• Lead, created & implemented fundraising and communication strategies across at least one large organisation
• Substantial proficiency in areas of fundraising practice relevant to Cochrane – national and international organisations, corporations, trusts & foundations, high-net-worth individuals – with broad experience across fundraising disciplines.
• Strong track record of developing and executing successful influencing strategies.
• Skilled team-builder who thrives working with passionate leaders.
• Deep understanding of the global health landscape and the role of evidence in health decision-making.
• Experience managing large teams and budgets.
• Ability to travel internationally as required.
• Commitment to Cochrane’s mission and principles.
• Managed and motivated a new team to achieve ambitious results
• Created and built a collaborative fundraising culture in a complex context
• Experience of due diligence in donor acquisition

Desirable:
• Existing connections with high-net-worth individuals and key decision-makers at prominent foundations.
• Experience overseeing large-scale international events.

KEY INTERFACES

Internal: The postholder will sit on the Executive Leadership Team alongside the Chief Executive Officer, Editor in Chief, Director of Publishing and Technology and Director of Finance and Corporate Services. As well as working across the Central Executive Team, the postholder will interface with Cochrane’s community and Governing Board.

External: The postholder will work with many external parties including key global health organisations, national and international policymakers, funders and scientific organizations.

DIMENSIONS

Budgetary responsibility: Managing the Directorate budget, overseeing event budgets and taking responsibility for fundraising income targets.

Number of direct and indirect reports: The role will directly line manage the Head of Fundraising, Advocacy and Partnerships Lead, Head of Communications and Head of Cochrane Response. The total headcount for the Directorate is 24.