



The National Body for Neurodiversity

Head of Business Development

Role Profile

October 2026



About The Donaldson Trust

As the National Body for Neurodiversity, we are a catalyst for change. We support, educate, lead, persuade and campaign, always placing neurodivergent people at the heart of what we do.

We are entering an exciting phase of growth and transformation, with opportunities to diversify income, strengthen partnerships, expand our influence and develop innovative new services.

Our Values

We share what we know

We share our knowledge so that more neurodivergent people can thrive.

We connect people

We build partnerships and collaborations to increase opportunity and inclusion for neurodivergent individuals. We achieve more together.

We remove barriers

We work together to look for win-win solutions. We make it easier for neurodivergent people to feel accepted, valued and for their voice to be heard.



The Role: Head of Business Development

The Head of Business Development will lead the organisation's growth agenda, developing and converting strategic opportunities for service expansion, partnerships, commercial activity and sustainable income generation that increase organisational impact and long-term sustainability.

The postholder will establish and lead the organisation's first dedicated business development function, developing a sustainable pipeline of opportunities and converting them into income, partnerships, new services and measurable impact.

A key priority will be growing Donaldson's training and consultancy offer alongside developing new opportunities to support neurodivergent children, young people and families through direct delivery, partnerships and collaborative ventures.

Key Responsibilities

Business Development and Strategic Growth

- Develop and implement the organisation's first business development strategy and framework.
- Build and manage a sustainable pipeline of funding, partnership, service development and commercial opportunities.
- Identify and assess opportunities across relevant sectors and markets, ensuring alignment with organisational priorities.
- Horizon scan for emerging opportunities across policy, funding, commissioning and service delivery environments.
- Develop business cases, propositions and growth plans for new initiatives.
- Support income diversification and long-term organisational sustainability.
- Establish effective opportunity management, performance monitoring and reporting processes.
- Work closely with senior leaders to identify opportunities to enhance, expand or develop new services.



Bid, Tender and Proposal Development

- Lead the development of high-quality funding applications, tenders, commercial proposals and partnership submissions.
- Bring together colleagues from across the organisation to develop compelling and evidence-based proposals.
- Act as project lead for significant bids and opportunities, coordinating contributions and managing timelines.
- Develop strong value propositions, business cases and commercial offers.
- Support the conversion of opportunities into funded projects, contracts, partnerships and income-generating services.
- Monitor bid performance and embed learning to improve future success rates.
- Support colleagues to strengthen proposal development and bid management skills.

Service Development and Innovation

- Identify and lead opportunities for the development of new services, programmes, training, consultancy and partnership initiatives aligned with organisational priorities.
- Work collaboratively with operational leaders and subject matter experts to design, test and implement innovative models of support.
- Assess the viability, sustainability, impact potential and resource requirements of new opportunities.
- Develop robust business cases, business plans and implementation plans to support growth initiatives.

- Lead opportunities from concept through to implementation, ensuring effective transition into operational delivery.
- Explore partnership, collaboration and commissioning opportunities that extend organisational reach and impact.
- Identify new markets, customers and audiences for the organisation's services, training and consultancy activity.
- Support the development of scalable approaches that increase both social impact and sustainable income generation.

Partnerships and Income Development

- Develop relationships with commissioners, funders, partners, customers and key stakeholders.
- Identify and secure opportunities that increase organisational impact, reach and sustainability.
- Provide leadership and support to the Fundraiser, ensuring fundraising activity aligns with organisational priorities.
- Identify new funding opportunities and routes to sustainable income generation.
- Support pipeline management, forecasting and reporting across all growth opportunities.

Leadership and Organisational Development

- Lead and develop the fundraising function while shaping the future business development function.
- Establish business development as a shared organisational responsibility across teams.
- Build organisational confidence in partnership development, proposal development and opportunity generation.

- Create effective cross-functional processes that bring together operational, finance, fundraising and leadership expertise to develop opportunities.
- Introduce systems, processes and performance measures that support sustainable growth.
- Champion a proactive, innovative and partnership-focused culture.
- Work collaboratively across the organisation to ensure opportunities are translated into successful outcomes.
- Ensure health and safety is effectively managed within the business development function, including risk assessment, safe systems of work, and compliance across office, hybrid, and specialist activities.

Please note this list of duties is not exhaustive.

About You

Below are the key qualifications, experience and knowledge, and skills and attributes required for the role. Please note each criteria is assigned as **Essential** or **Desirable**.

Experience

- | | |
|---|------------------|
| • Significant experience in business development, strategic growth or income generation. | Essential |
| • Proven success in developing pipelines and converting opportunities into sustainable income, service growth, contracts or strategic partnerships. | Essential |
| • Experience leading bids, tenders, commercial proposals or partnership opportunities from identification through to award. | Essential |
| • Experience developing business cases, growth strategies and compelling value propositions. | Essential |
| • Experience developing commercial, commissioned or contracted services. | Essential |
| • Evidence of delivering measurable organisational growth and impact. | Essential |
| • Experience establishing new functions, services or ways of working. | Essential |
| • Experience building strategic partnerships and influencing senior stakeholders. | Essential |
| • Experience leading and developing people and cross-functional teams. | Essential |
| • Experience within the charity, social enterprise, education, health, social care or public sectors. | Desirable |
| • Knowledge of issues affecting neurodivergent children, young people and families. | Desirable |

Knowledge and Skills

- Exceptional networking and relationship-building skills.
- Strong influencing, stakeholder engagement and partnership development skills.
- Ability to build credibility and influence decision-making at senior levels.
- Excellent proposal writing, bid development and presentation skills.
- Ability to develop compelling value propositions and business cases.
- Strong commercial awareness combined with a commitment to social impact.
- Ability to identify opportunities and translate ideas into practical action.
- Excellent communication, negotiation and relationship management skills.
- Strong strategic thinking combined with a delivery-focused mindset.
- Ability to analyse opportunities, risks and market trends.
- Strong programme and project management skills.
- Ability to operate confidently in ambiguity and evolving environments.
- Entrepreneurial mindset with the ability to create solutions where no established model exists.





Personal Qualities

We are looking for someone who:

- Is energised by the opportunity to build something new.
- Thrives in entrepreneurial environments where there is freedom to create and shape.
- Is naturally curious, outward-looking and opportunity-focused.
- Builds credibility, trust and productive relationships quickly.
- Enjoys networking and developing meaningful partnerships.
- Is resilient, adaptable and comfortable working without established frameworks.
- Is motivated by social impact while bringing strong commercial judgement.
- Balances ambition with pragmatism and sound judgement.
- Shares our values and commitment to improving outcomes for neurodivergent children, young people and families.

Please note this list of duties is not exhaustive.



Remuneration:

Salary:	£55,000 – £60,000 per annum
Hours:	Full time, 35 hours per week (1 FTE)
Reporting to:	Director of People and Engagement
Direct Reports:	Grants and Trusts Fundraiser. Opportunity to shape and develop the organisation's business development function as growth opportunities emerge.
Key Relationships:	CEO, Executive Leadership Team, operational leaders, Marketing and Communications, Policy Lead, Connect Training and Consultancy Team, and external partners
Location:	Hybrid: Linlithgow, West Lothian and home working
Benefits:	• AEGON (up to 12% employer contribution) • Life Assurance Scheme (three times the salary) • Employee Assistance Programme • Health Cash Plan • Doctorline • Colleague Discount Scheme • Family Friendly Policies • Strong commitment to learning and development

To Apply:

To apply, please complete an online application via our website:

<https://www.donaldsons.org.uk/application-form/>

If you would like to discuss the role further, have any questions, or would like any assistance with your application, please contact us on people@donaldsons.org.uk and we would be happy to help.

Closing date: 12 noon, Monday 26 October 2026

Interviews: Thursday 5 November 2026

