



Part-time Business Development & Finance Officer

Location: Remote working. You must be eligible to work in the UK.

Reports to: CEO

Contract Type: Part-time, 5 days/month

Rate: £200 - £250/day (depending on experience)

Start Date: 1st September

Application Deadline: 18th August 2025

Interview Dates: 25th and 26th August 2025

InHive Global: Our Mission, Vision, Values, and Theory of Change

At [InHive](#), our mission is to empower young people and youth-led organizations to drive positive change in their communities and beyond through a network-building approach. Our vision is to reduce inequalities for young people, build their capacity, and develop their leadership skills. We aim to foster a culture of empathy, inclusivity, and purpose-driven action, and our theory of change focuses on achieving better life outcomes for youth worldwide through transformative networks.

InHive Global is seeking an experienced and motivated **Business Development & Finance Officer** to manage fundraising efforts, donor relations, and financial oversight in support of our global network-building initiatives and partner institutions.

About the Role

inHive Global is seeking a strategic and collaborative Business Development & Finance Officer to lead on fundraising efforts and provide financial support to inHive and its partners. This is a unique role that blends business development with financial oversight, both of which are critical to the long-term impact and sustainability of inHive's work.

You will play a key role in helping inHive and its university partners mobilise resources, align with donor requirements, and sustain alumni-focused inclusion work beyond the current grant lifecycle.



Key Responsibilities

1. Business Development & Fundraising (60%)

- Design and implement a fundraising and sustainability strategy for inHive and its partners.
- Identify and pursue new funding opportunities, building relationships with donors, foundations, and philanthropic partners.
- Lead or support the development of funding proposals, concept notes, and pitch materials for inHive and university partners.
- Build the fundraising capacity of partner institutions through coaching, tools, and workshops.
- Maintain a donor engagement tracker and support inHive's relationship-building efforts with funders.

2. Financial Oversight & Partner Support (40%)

- Provide technical assistance to partner universities on budgeting, financial planning, and compliance with donor requirements.
- Review and consolidate financial reports submitted by partners and offer constructive feedback.
- Monitor grant spending and support risk management across financial operations.
- Collaborate closely with inHive's internal finance team on reporting timelines, financial flows, and donor compliance.
- Analyse financial data to contribute to program learning and impact reporting.

Required Qualifications and Experience

- Bachelor's degree in Finance, Business Administration, International Development, or a related field.
- Minimum 8 years' experience in fundraising, business development, or financial management within the non-profit or education sectors.
- Proven track record in securing and managing institutional; corporate; Diaspora/philanthropic funding.



- Experience working with higher education institutions or education-focused networks is highly desirable.
- Demonstrated experience of financial reporting and donor compliance, especially with Multi-lateral donors.
- Excellent cross-cultural communication and facilitation skills.
- Proficiency in Microsoft Excel and financial management tools.

What We Offer

- Flexible, remote working arrangement.
- An opportunity to contribute to a high-impact initiatives focused on youth networks, equity and inclusion.
- A collaborative, mission-driven team with a learning-oriented culture.
- Professional development opportunities and access to a global network of practitioners.

How to Apply

Please submit your CV and a brief cover letter (max 1 page) outlining your interest and relevant experience to: kamini@inhiveglobal.org.

Subject Line: *Application – Business Development & Finance Officer*