**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title: Business Development Officer (part time)**

**Place of work: Primarily home-based, but travel across Shropshire, Telford & Wrekin will be regularly required**

**Responsible to: Shropshire Community Foundation’s Board of Trustees**

**Key Relationships: SCF Board of Trustees, Trustees of other trusts and foundations, Professional Advisors, Businesses, Third-sector organisations, Local Authorities**

**Role Purpose: To instigate, cultivate, and steward good relationships with high-net-worth individuals and businesses to generate financial support to enable grant-giving across Shropshire**

**Key Responsibilities**

* To implement and manage a fundraising strategy that will raise funds from individuals and private sector organisations with the capacity to give more than £5000
* To promote and develop local initiatives in line with the Foundation’s development plan to increase business buy-in of the Foundation’s services
* To manage and develop cultivation strategies for existing and potential donors
* To promote the benefits to donors of using The Community Foundation for their charitable giving
* To assist in the delivery of the strategic plan for The Community Foundation, and to ensure that the work of this role aligns with the wider marketing and communications strategy
* To develop and progress plans to deliver a cost-effective increase in new endowment funds, and the value of existing endowment funds
* To provide comprehensive and timely reporting to donors in line with Foundation policies
* To strengthen the research capabilities of The Community Foundation, within Data Protection parameters, to identify and attract potential donors
* To develop worthwhile and successful donor relationships, to cultivate and encourage involvement with The Community Foundation
* To provide a professional service to members of our membership schemes and community funds
* To support the work of the Foundation at events which include fundraising events, cheque presentations, talks and any other activities deemed necessary
* To provide regular reports to the Trustees and to contribute to the planning of the Foundation’s activities through regular attendance and input at meetings
* To arrange, co-ordinate, prepare necessary documents and papers for the Board meetings
* Co-ordinate and carry out general tasks as directed by the Board
* To ensure that accurate and appropriate records of fundraising activities, project development and income are maintained in order to effect efficient administration of the Foundation
* To ensure that all fundraising activities and promotions carried out comply with the Foundation`s policies, procedures and protocols, fundraising best practice, and all relevant legislation at all times
* To keep abreast of developments in voluntary sector fundraising

**General Duties**

* To respect confidentiality of all information obtained whilst working for the Foundation
* To contribute as required to other activities within the Foundation in order to achieve the overall income target
* To undertake other such duties which may become appropriate from time to time in order to achieve the Foundation’s objectives
* Occasional unsociable hours are a prerequisite of the position, which may include evening and weekend work. Time off in lieu is given for additional hours

**Training And Education**

* To attend staff development programmes, training courses and study days as deemed necessary
* To take personal responsibility for attendance at mandatory training
* To take personal responsibility for ensuring all competency assessments are completed and reassessed on an annual basis if applicable to role
* To take personal responsibility for identifying any gaps in knowledge / skills and taking appropriate action to rectify this

**Communications And Working Relationships**

* Subsequent to the Foundation’s policies on professional and personal relationship boundaries, the post holder is expected to foster excellent working relationships with all service recipients, staff, visitors, volunteers and donors.
* To act at all times in a professional manner, respecting the need of colleagues and co-operating to maintain a harmonious working environment.

**General Terms and Conditions**

**Flexibility**

The days and times of work generally fall Monday – Friday between 9am and 5pm, but flexible working is permitted. Times may vary according to operational needs. The post holder may be required to work flexibly to cover for the absences of colleagues and for other operational reasons.

**Policies and Procedures**

The post holder must comply with the policies and procedures of The Community Foundation. The post holder will be made aware of relevant policies and procedures during induction and mandatory staff training.

General

The Foundation has to continually modify and improve its service. This will inevitably mean that modification of structures and thus job descriptions may prove necessary. The post holder will be expected to co-operate with changes, which the Board of Trustees may wish to introduce, subject to consultation.

**This Job Description is not intended to be exhaustive but outlines key tasks to be undertaken. It will be reviewed in consultation with the post holder on a regular basis and will be adapted to meet the changing needs of The Community Foundation.**

**PERSON SPECIFICATION**

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria in **Part One** of the person specification. These responses will be developed and discussed with those candidates invited for interview, together with the other criteria listed in **Part Two**. It is essential that you are able to give examples that support the attributes listed in **Part Three**.

**Part One – Knowledge and Experience**

* Strong track record of achievement, ideally gained at management level, in the field of sales, marketing, finance or business development, including confidence in relating to, and influencing people, at all levels and across sectors
* Proven experience of building and maintaining high value relationships and networks, with an understanding of the principles that underpin successful donor or client relationships
* Knowledge of financial investment and charitable tax benefits is highly desirable, although not essential

**Part Two – Skills and Abilities**

* Excellent presentational, interpersonal and rapport skills and the ability to secure the confidence and trust of existing and potential donors quickly
* Strong networker and partnership builder. Highly effective persuasive and influencing abilities, supported by outstanding verbal and written communication skills
* Strong organisational and planning abilities
* Able to undertake detailed research and analysis relating to new fund development
* Able to work as part of a small team, under pressure when required, and within the policy framework at all times
* Effective IT and administration skills as the post will largely be self-servicing
* Access to a vehicle and holding a full valid driving licence

**Part Three – General Skills and Attributes**

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| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Important** | **Desirable** |
| **Experience** | | | |
| Experience with the third sector |  | **✓** |  |
| Ability to work with stakeholders and build relationships | **✓** |  |  |
| Experience of relationship management | **✓** |  |  |
| Strong communication skills | **✓** |  |  |
| Ability to work to targets | **✓** |  |  |
| **Knowledge** | | | |
| Knowledge of Shropshire, Telford & Wrekin | **✓** |  |  |
| Knowledge of CRM systems |  |  | **✓** |
| Knowledge of fundraising |  | **✓** |  |
| **Skills and Attitude** | | | |
| Competency in use of Microsoft Office | **✓** |  |  |
| Passionate self-starter | **✓** |  |  |
| Delivers excellent customer service | **✓** |  |  |
| Able to work on own initiative & without supervision | **✓** |  |  |
| Ability to plan and manage a varying number of tasks simultaneously | **✓** |  |  |
| Ability to meet demanding timescales |  | **✓** |  |
| Maintain relationships and build networks | **✓** |  |  |
| Good numeracy and analytical skills | **✓** |  |  |
| Good problem solver and decision maker |  | **✓** |  |
| Good team player | **✓** |  |  |
| Creative |  | **✓** |  |
| Good eye for detail |  | **✓** |  |