

Job Advert: Business Development Manager

Are you looking for a job where you can make a positive difference in someone's life? At Bexley Mencap we can offer you that.

We are looking for a dynamic and driven Business Development Manager who can spearhead our fundraising initiatives, lead the development of new projects and support organisational change to facilitate the growth of our services.

You will be part of the Senior Leadership Team, playing a pivotal role in shaping the future of our organisation to maximise the positive impact that we have on our member's lives. Starting with a strong foundation to build upon, you will lead on fundraising activities and service development to support our exciting new strategy.

The role will include:

- Develop and implement fundraising strategies to enable us to diversify our funding and become more sustainable
- Identify and evaluate opportunities for new projects, leading on the development of proposals, timelines and budgets
- Work closely with the senior leadership team to identify areas for growth and increasing capacity
- Support the growth of the organisation and change required to deliver our strategy

This post is 21 hours per week on a fixed-term contract for 12 months (contract extension based on funding).

Salary: **£38,000** (full time equivalent) (**£22,800 pro rata**)

To find out more and apply please visit www.bexleymencap.org.uk

*An enhanced DBS will be required for each successful candidate, paid for by Bexley Mencap (T&Cs apply)

Job Description: Business Development Manager

Bexley Mencap is a small and dynamic local charity focused exclusively on supporting people with a learning disability and their families. Our vision is that people with a learning disability are respected, valued and empowered to live life to the full.

We provide support and opportunities to people with learning disabilities and the people that care about them. We work to raise awareness, break down barriers and promote understanding within the community.

This is an exciting time to join our organisation; we are entering into year 2 of an ambitious new strategy, have a range of new opportunities on the horizon and are actively expanding and developing the support and services that we provide.

About the role

As the Business Development Manager, you'll be part of the Senior Leadership Team. You'll do everything to make sure that we have the capacity and resources we need to deliver on our strategy and ensure that every person with a learning disability can live life to the full. You will play a pivotal role in driving the growth and sustainability of the organisation helping us to build upon our strong reputation and existing relationships.

This is an exciting time to join our team with a lot of opportunities to grow our existing services and develop new, flexible services which offer a range of options to members and carers. You will be central to supporting our team to adapt to new ways of working and evolving how we deliver change in the future. Depending on your success in the role there will be opportunity to extend the contract and/or number or hours at a later date.

About You

We are seeking a driven and determined candidate with proven experience in fundraising or business development ideally gained from the voluntary sector. Our ideal candidate has an enthusiastic attitude as well as experience in developing and growing services. We are looking for someone who aligns with our mission and we ask that all our staff live our organisation's values and demonstrate them in their day-to-day work.

You will need to have excellent interpersonal and communication skills to enable you to build authentic relationships with members, donors, partners and commissioners. You will also need experience in leading change within an organisation, supporting our team on our journey of growth and sustainability.

You will need to be approachable, organised and have excellent communication skills with good IT skills to be able to excel in fundraising.

What we offer

We offer a range of benefits including discounts at local shops and restaurants (through a Blue Light Card), training and development opportunities and flexible working. We also offer 22 days holiday plus all English bank holidays as well as a variety of other leave such as volunteering days and enhanced carers leave.

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Fundraising and project development:

- Lead the implementation of Bexley Mencap's Fundraising Strategy; reviewing existing fundraising strategies, identifying opportunities for development and introducing innovative strategies to achieve fundraising goals.
- Research and pursue new funding opportunities; including grants, legacies and social enterprise/earned income opportunities.
- Develop compelling cases for support, tailoring funding bids and applications accordingly
- Develop and maintain funding pipelines, providing reports to the Trustee Board
- Support and line manage part-time member of the team (may be required to support more staff if the role grows/adapts)
- Support the Chief Executive in extending and strengthening relationships with existing partners and developing new relationships
- Ensure all fundraising initiatives adhere to best practices, ethical guidelines and legislation
- Identify and evaluate opportunities for new projects and initiatives aligned with the mission and objectives of the organisation.
- Lead the development of project proposals, including conducting needs assessments, defining project scopes, and establishing timelines and budgets.
- Collaborate with internal teams and external partners to ensure successful project implementation and delivery.

Organisational Change and Growth:

- Work closely with the senior leadership team to identify areas for organisational growth and improvement.
- Champion initiatives aimed at enhancing organisational capacity, efficiency, and sustainability.
- Support change management processes to foster a culture of innovation and continuous improvement.
- Coach, motivate and guide staff and volunteers

Other:

- To be familiar with and work within the organisation and the service's values policies and procedures, maintaining records and reports accordingly.
- To be a part of the Senior Leadership Team, supporting the wider team in the absence of other management.
- To attend and participate in team meetings, supervisions, appraisals and training as required
- To support anti-discrimination policies and procedures and promote equality of opportunity at all times.

Person Specification: Business Development Manager

Our work is underpinned by **our values** and you will be expected to demonstrate these in your daily work:

Nurturing: You work in a person-centred way supporting every individual to reach their full potential. You empower people to take risks and develop their skills

Approachable: You can communicate with a range of people with differing abilities and maintain a welcoming and friendly atmosphere for the people you support and their families.

Inclusive: You involve people you support in all aspects of services. You are able to communicate effectively with people with a learning disability and adapt your approach where need.

Passionate: You are dedicated to improving the lives of the people that we support. You will professionally challenge where necessary whilst maintain effective working relationships.

Respectful: You treat everybody with compassion, dignity and respect ensuring privacy and confidentiality for the people we support.

You will also be able to demonstrate or tell us about the following areas in your application and at interview:

Skills, Abilities and Knowledge

- Demonstrated success in securing funding from diverse sources and exceeding fundraising targets.
- Strong strategic planning and analytical skills, with the ability to identify opportunities and develop effective strategies.
- Excellent communication and interpersonal skills, with the ability to influence stakeholders at all levels.
- Able to develop rapport and build strong relationships with a wide range of people, including people with learning disabilities and their families, commissioners and funders
- Excellent time management, organisational and administrative skills
- A high level of literacy with experience of proofreading and editing reports
- Strong computer literacy skills including use of Microsoft 365 tools, Canva and CRM systems
- Demonstrate good understanding of the challenges and opportunities facing the charity sector

Experience

- Proven experience in fundraising, business development, or project management within the charity sector.
- Experience with change management processes and driving organisational growth and development.
- Understanding of impact measurement and reporting
- Experience of leading a team including coaching, wellbeing and development

Person Specification: Business Development Manager

Values and Personal Qualities

- Have a passion for, or interest in, supporting people with learning disabilities
- Demonstrate an understanding and commitment to promote equal opportunities, diversity and safeguarding
- Able to influence people to positively participate and quickly build rapport with others
- Calm under pressure
- Pro-active and confident to work without direct supervision
- Uses initiative and creativity to make decisions or recommend solutions to challenges
- Always looking for ways to improve service

Application Process: Business Development Manager

How to apply

Please submit your CV and a covering letter (no more than 2 A4 sides) to kara@bexleymencap.org.uk

Closing date for applications: 10.00am Thursday 23rd May 2024.

Interviews will be virtually held on Thursday 30th May 2024.

If the role sounds exciting to you but your experience or skills don't exactly match every single requirement, we still encourage you to apply, you may be just the right person for our position!

Please bear in mind when you write your covering letter that you demonstrate your understanding of the role requirements, how your knowledge, skills and experience make you the right choice of candidate and how well our values and mission aligns with yours.

If you have any questions about the role, please contact our office at office@bexleymencap.org.uk or on 020 8303 6336

We have an ambition to truly become an anti-discrimination organisation, so we therefore actively encourage and welcome applications from everyone; including applicants with lived experience, those who are Lesbian, Gay, Bisexual, Transgender, Queer (or questioning), Intersex and (asexual) (LGBTQIA+), people with a disability, and people from Black, Asian and Minority Ethnic (BAME) backgrounds.

As a Disability Confident Committed employer, we're happy to discuss any support or adjustments you may need during your application and/or interview process.