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| DAGCAS  SCQF Level 9 | Business Development Co-ordinator – Fundraising & Projects |
| Reporting To | Business Development Manager |
| Job Function /Location | HQ |
| Purpose of Job | The Business Development Co-ordinator - Fundraising & Projects will be responsible for:   * assisting in the ongoing development of our Funding & Income Generation Strategy to secure new income streams. * Support the Business Development Manager in all aspect of the role including but not limited to buildings maintenance management, health and safety management, and financial management. * the implementation, development and successful delivery of short term projects. * assisting in the recruitment of staff. * supporting and line managing staff in short term projects. * Support the wider DAGCAS service delivery as per our corporate and operational objectives. |
| Competencies: |  |
| Scope of Work/ Degree of Autonomy | * Develop an effective fundraising plan in line with the strategic direction set by the Board of Directors. * Research the funding landscape, targeting and developing relationships with potential corporate sponsors or charitable organisations. * Complete funding applications to statutory bodies and charitable trusts. * Investigate, identify and attempt to secure alternative additional funding streams e.g. corporate sponsorship, legacies, online donations, new and imaginative fundraising activities e.g. events, campaigns etc. * In conjunction with the Communications & Volunteer Development Manager, raise awareness of the work of the organisation to potential funders/sponsors, both locally and nationally. * Use digital platforms to promote fundraising opportunities e.g. organise digital campaigns and promote opportunities to encourage individuals to donate or make provision for legacy donations to the company. * Contribute to regular, ongoing evaluation and monitoring of fundraising activity and subsequent financial growth in the organisation. * Line manage and provide ongoing support for staff. * Undertake case checks in line with company procedures. * Work in conjunction with the Senior Management Team to ensure the requirements of the Funding Agreements are met. * Develop links and work collaboratively with a wide range of local and national statutory and non-statutory agencies to ensure the provision of high-quality services. * Carry out other duties as specified by the Manager and required by the needs of the post. |
| Processes | * To maintain accurate statistics for monitoring purposes. * To adhere to company principles and uniform standards in case recording. * Collate and report statistical information to senior management and the funders at agreed intervals. |
| Quality | * Ensure records are maintained which demonstrate compliance with training and competence requirements. * Adhere to DAGCAS’ recognised good practice and standard processes and procedures to ensure governance and compliance at all times. * Contribute to overall efficiency and quality of processes and procedures. |
| Skills | * IT Literate. * Customer facing expertise. * Excellent written, oral and communication skills. * Organisational/planning skills. * Person specification requirements are detailed in person specification document. |
| Knowledge | * Understand aims and principles of policies and procedures and contribute to development and revision of these policies and procedures. * Have and maintain expertise in relevant legislation in this field of work. |
| Personal Development | * Identification of personal strengths and weakness, as well as identifying personal training needs. * Attend in-house and external training courses as appropriate. * Organise and attend team and staff meetings as required. |