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**BUSINESS DEVELOPMENT OFFICER**

**Job Description**

Employer: Perth Citizens Advice Bureau

Job Title: Business Development Officer

Responsible to: CEO

**Location:** Homebased with occasional travel to Perth

**Hours per week:** 35

**Salary:** £28,000 plus 6% pension

## Summary of Main Responsibilities:

This new role will provide vital support to Perth CAB by delivering business development activities to ensure a sustainable future for Perth CAB as the preferred advice provider in Perth and Kinross. This includes, but is not limited to, being the driving force behind generating new funding agreements, while maintaining the investment loyalty of present funders.

Key elements of the role include:

* Working with the CEO and Senior Management Team, scoping and developing. projects and partnerships that will meet the needs of clients and encourage funders to donate.
* Building, developing and stewarding relationships with funders and stakeholders in the local community.
* Working with the CEO and Finance and Resource manager identify and action opportunities to diversify our income streams.
* To support the CEO in the external marketing and promotion of Perth CAB.

**Main Responsibilities:**

* Identify additional income streams and work with the CEO and Finance and Resource Manager to action including corporate sponsorship and selling of services.
* To deliver a trust fundraising programme to reach an annual income targets.
* To effectively manage a trust pipeline - continuously researching and identifying new opportunities for funding.
* To develop and prepare well written and persuasive applications for core and project funding to private charitable trusts, corporate foundations and lotteries.
* Working with the CEO, Operations Manager and Finance Manager fulfil all grant monitoring requirements from funders as appropriate.
* To maintain the organisations brand and work with the CEO to carry out external marketing and maintain relationships with stakeholders related to income.
* Regularly check progress and performance against agreed funding contracts.
* Collect, collate, analyse and interpret and report on a range of statistical data either in response to reporting and funding requirements or as part of the business planning process.
* To ensure compliance with any relevant Institute of Fundraising Codes of Practice and work with the Finance and Resource Manager to ensure compliance with all accounting procedures for the recording of income, current legislation and work within Perth CAB policy and Principles.
* Report regularly on business development activity reporting on variance and changes as required.

**General**

* To maintain and develop good working relationships with the Senior Management Team so that funding requirements can be discussed, agreed and actioned.
* Contribution to strategic development of the service.
* To undertake other duties from time to time as directed by the CEO.
* To comply fully with Perth CAB Policies and Procedures.
* To participate in the Perth CAB appraisal and support & development process.
* To attend training sessions and other activities as required.

**To ensure that:**

* The Fundraising Strategy targets are reached or exceed targets year on year.
* All funders and stakeholders have a positive experience of working with Perth CAB
* A working trusts pipeline is developed and maintained.

**Person Specification**

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|  | **COMPETENCIES** | |
|  | **ESSENTIAL** | **DESIRABLE** |

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| **QUALIFICATIONS** | * A good understanding of funding projects within the charity sector | * Qualified member of the Institute of Fundraising (Certificate or Diploma) or working towards |

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| **EXPERIENCE** | * Experience in trust/foundations or lottery fundraising and working knowledge of online trust fundraising research. * Track record of applying for funding applications of over £20K from trusts, foundations or lotteries * A knowledge of strategy development and its effective implementation, particularly within the Third Sector. * Understanding of the financial pressures facing Third Sector agencies | * Experience of building and maintaining stakeholder relationships in relation to business development activities |

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| **SKILLS AND**  **ATTRIBUTES** | * Ability to work to tight multiple deadlines * Good interpersonal skills, including the ability to create, maintain and develop working relationships * Attention to detail * Well-developed written and verbal communication skills * Ability to interpret a project and create a persuasive application * Good personal organisation skills * Good time management skills * Self-motivated | * Knowledge of regulations related to trust/ foundations or lottery fundraising e.g. data protection, tax etc. |

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| **VALUES** | * Able to communicate passionately written and orally about the work of the Citizens Advice Service * Team player * Commitment to the ethos of the charity sector * Commitment to the Aims and Principles of the Citizens Advice Bureau |  |