

Job Description

Job Title:	Business Development Director
Reports to:	Chief Executive
Responsible for:	Grants Officer x 2, Property Administrator
Location	Head Office, Whiston with national travel
Grade:	1*
Salary:	£64,453
Job type:	Permanent
Hours of work:	37.5 per week, Monday to Friday, 9am – 5pm with flexibility required.

Job Purpose

Responsible for the strategic leadership and development of income generation strategies and activities, commercial opportunities and strategic management of the organisations property portfolio. Working as part of the directorate team, contributing to the overall strategic direction of the charity whilst diversifying income streams, and managing land assets to their full potential.

Key Responsibilities

Income generation:

- Develop an income generation strategy to ensure the long-term sustainability for the charity
- Diversify income streams and maximise opportunities for external income generation through grant and contract income, commercial activity and maximising the organisations land portfolio
- Monitor performance against strategic priorities relating to income generation.
- Oversee the development of funding applications, ensuring submissions are of a high quality, appropriately costed, and are in line with the organisations' values and purpose.
- Ensure targets for income generation are achieved.
- Work with the development managers to develop business plans and funding strategies for partner charities to secure their sustainability for the future

Land asset and facilities management:

- Lead on the development and implementation of an asset management strategy ensuring that the organisation maximises the value and performance of the property portfolio
- Manage the organisation's asset management function, ensuring the organisation's obligations are met and fiduciary interests protected.
- Monitor performance against strategic priorities relating to the property portfolio
- Manage the cost base of the property portfolio ensuring any consultants, contractors and direct staff work together effectively to deliver overall asset management to quality and cost thresholds ensuring the delivery of value for money services across the portfolio

- Ensure the organisation meets its obligations in property compliance, safety standards and regulations.

Other:

- Develop policies, procedures and processes to underpin all aspects of business development activity.
- Working alongside the CEO and Directorate team, contribute to the overall strategic direction and management of the organisation as a whole.
- Line management of the organisation's property administrator and grants officers, undertaking supervision and appraisal processes, setting objectives and targets, and monitoring progress
- Work with regional development managers to identify, develop and deliver projects for the benefit of local communities
- Form and maintain key relationships with internal and external stakeholders ensuring that high quality reporting and communications
- Prepare reports as required for the Chief Executive and/or Board of Trustees
- To undertake additional duties and tasks as may be reasonably required

Skills/Qualifications/Experience

Essential:

- Significant experience at senior manager / director level in a similar or associated role / organisation.
- Excellent leadership skills with proven ability to lead, inspire and motivate individuals and teams.
- Relevant professional / management qualification or equivalent by experience
- Excellent project management skills
- Commercial acumen
- Demonstrable ability to review complex issues, develop and evaluate options and implement practical solutions
- An understanding of income streams available to the charity / not for profit sector
- Experience of budget management and future financial forecasting to contribute to organisational budget setting.
- Demonstrable success of delivering to and beyond income generation targets through a range of strategies and methodologies including grants income
- Experience in commercial / business development
- Experience of land and property management and an understanding of the opportunities and challenges of managing a land and property portfolio.
- Able to represent the organisation at all levels including stakeholders, media, Government and Board
- Forensic attention to detail
- Ability to articulate complex issues to a wide range of audiences
- Driving licence and access to own vehicle
- Flexibility to travel within the UK and to work weekends and evenings as necessary.

Desirable:

- Experience of business development in the not for profit / charity sector
- Experience of property / facilities management

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.