

Job Description

Job Title: Business Development Manager

Hours: 21 hrs (3 days) per week

Contract: 18 months, fixed term (potential to extend subject to funding)

Working pattern: Part-time, flexible across the week

Salary: £45,000 per annum (£27,000 pro rata)

Reports to: CEO

Role Purpose

Hackney CVS is entering an important phase in its development. Our refreshed strategy places equity, dismantling racism, and building community power at the heart of our work.

We want to build a more diverse and sustainable income base that supports Hackney CVS and our role as an infrastructure organisation. We are looking for someone to provide dedicated capacity to turn this ambition into a structured and proactive programme of business development.

Working closely with the Senior Leadership Team, the Business Development Manager will help ensure we have the capacity to turn relationships and ideas into developed opportunities, while also proactively identifying and testing new opportunities.

The postholder will translate our strategy into compelling propositions for funders, businesses, donors and partners, supported by appropriate evidence, case studies, impact information and communications materials.

A particular area of responsibility will be supporting the sustainable development of Hackney Giving, our place-based giving scheme, as part of our wider business development strategy.

Key Responsibilities

1. Develop and manage our business development pipeline

- Turn Hackney CVS's business development strategy into a practical, prioritised and regularly reviewed workplan.
- Develop and maintain a clear pipeline of short/medium-term income generation opportunities alongside those requiring longer-term relationship building, research, testing or development.
- Proactively research funding, corporate partnership, individual giving, earned income and other agreed opportunities.
- Identify opportunities that can increase unrestricted income, diversify funding sources and bring additional resource into the local area.
- Work with relevant colleagues to identify and progress opportunities linked to earned income, Hackney Giving and other business development priorities.
- Maintain clear records of opportunities, progress, outcomes and pipeline value, providing concise reporting to SLT on progress against agreed objectives and milestones.

2. Develop propositions, bids and business cases

- Progress the opportunities identified through the business development pipeline.
- Develop high-quality applications, proposals, pitches and expressions of interest for funders, businesses, donors and other audiences, clearly communicating the value of Hackney CVS, Hackney Giving and investment in equitable VCS infrastructure.
- Prepare briefings and materials for the CEO and other SLT members ahead of meetings with potential funders, donors, businesses and partners, and ensure agreed actions and opportunities are followed through afterwards.
- Work with relevant colleagues to gather the evidence, data, budgets, case studies and impact information needed to support strong proposals and applications.

- Support the testing, evaluation and refinement of new income generation initiatives.

3. Hackney Giving development

- Lead the research, development and testing of potential income streams and fundraising approaches for Hackney Giving with the aim of determining a sustainable longer-term model.
- Ensure its development reflects the vision and values of Hackney CVS and the Centre for Place-Based Giving.
- Raise the profile and understanding of Hackney Giving amongst residents, local businesses and other stakeholders, working closely with colleagues on communication and engagement activity.
- Identify and test opportunities to leverage local wealth, major borough events, campaigns and business and networks to support Hackney Giving.

4. General

- Work in accordance with Hackney CVS's policies and procedures.
- Maintain high standards of information governance, data handling and storage in line with GDPR to mitigate risks related to data protection and cyber security.
- Work flexibly as part of Hackney CVS staff team, attending meetings, liaising and interacting with team members and stakeholders, and making a positive contribution to the organisation.

Person specification

- Strong experience of business development and fundraising within voluntary and community sector organisations, infrastructure support organisations, or similar.
- Track record of identifying opportunities and taking them from an initial idea through to a developed proposition and secured income.
- Ability to research and identify new income streams, markets and partnership opportunities.
- Experience of developing corporate partnerships and relationships with businesses.
- Experience of individual giving, philanthropy or major donor development.
- Ability to manage a varied pipeline and balance immediate opportunities with longer-term development.
- Strong written and verbal communication skills, including developing compelling proposals, pitches and funding applications.
- Ability to work effectively with senior leaders and turn strategic conversations, relationships and ideas into practical opportunities.
- Strong judgement about which opportunities are worth pursuing and how organisational capacity should be prioritised.
- An understanding of the role of the voluntary and community sector and the importance of strong local infrastructure.
- A demonstrable commitment to equity and addressing structural racism and inequality.
- Ability to work proactively and independently within a part-time role, while collaborating effectively across the organisation.