

# Job Description

**Post Title:** Business Development Manager

**Hours:** 18 hours per week (Permanent)

**Reporting to:** CEO

**Working closely with:** Finance Manager

**Location:** Predominantly office-based with the possibility of local travel, home and out of hours working

## Aim of the Role

To support the growth, sustainability and financial resilience of Women's Work by identifying, securing and managing funding opportunities. The post holder will lead on bid writing, tenders and commissioning applications, while working closely with the Finance Manager to review funding streams, support financial planning, allocation and management of funded projects. The role also involves developing and maintaining relationships with funders, businesses, organisations, community groups and charities under the guidance of the CEO.

## Key Tasks and Responsibilities

### Funding, Bids and Income Generation

- Research, identify and secure new funding opportunities, including grants, tenders and commissioning contracts.
- Lead on the preparation, coordination and submission of high-quality funding applications and bids.
- Manage and monitor funding pipelines to support organisational sustainability.
- Support the completion of funding reports, monitoring returns and compliance requirements.

### Financial Collaboration and Planning

- Work closely with the Finance Manager to review funding streams, budgets and financial forecasts linked to funded activities.
- Contribute to effective financial allocation, monitoring and management of funded projects.

### Partnerships and External Engagement

- Build and maintain effective relationships with funders, businesses, statutory bodies, voluntary organisations, community groups and charities.
- Identify opportunities for partnerships, sponsorships and income generation aligned with the organisation's strategic objectives.
- Act as an ambassador for Women's Work, promoting its values, reputation and impact.

### Strategic and Organisational Contribution

- Contribute to organisational planning, income diversification and sustainability strategies as a member of the Senior Management Team.

- Maintain appropriate administrative systems and databases to support funding, partnerships and reporting.
- Undertake project-related tasks and organisational support as directed by the CEO.
- Ensure Women's Work maintains its reputation as a professional, high-quality service for vulnerable women.

## General Responsibilities

- Operate as an effective and collaborative member of the team.
- Adhere to Women's Work policies and procedures, including Health and Safety.
- Promote equality, diversity and inclusion and avoid discrimination for service users and staff.
- Embrace and promote the organisation's ethos of self-care.
- Undertake any other duties appropriate to the role, as directed by the line manager.

## Personal Qualities

The post holder will be self-motivated, organised and professional, with high levels of integrity and attention to detail. You will demonstrate empathy, initiative and autonomy, alongside a strong personal commitment to the aims, values and objectives of Women's Work.

## Knowledge, Skills and Experience

### Essential

- Proven experience in bid writing, tenders and/or commissioning applications.
- Experience of working with organisational finance allocation and financial management, particularly in relation to funded projects.
- Demonstrable experience of securing funding and delivering against targets and outcomes.
- Strong written and verbal communication skills, with the ability to produce high-quality funding applications.
- Ability to research, develop and manage funding and partnership opportunities.
- Strong project management, organisational and prioritisation skills.
- Ability to work effectively as part of a senior management and wider organisational team.

### Desirable

- Experience within the voluntary, charity or public sector.
- Knowledge of business development, commissioning or income generation strategies.
- Experience of stakeholder engagement and partnership working across sectors.
- Leadership or people management experience.
- Risk management knowledge or experience.

**Signed:** .....

**Date:** .....