

JOB DESCRIPTION: PART-TIME BUSINESS DEVELOPMENT AND FUNDRAISING MANAGER



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| JOB TITLE | Business Development and Fundraising Manager |
| SALARY AND WORKING HOURS | This role is a one year, part-time contract at 2 days/16 hours per week. Hours can be worked flexibly over the week. The contract is subject to renewal. Salary: £28000-£31000 per annum pro rata, based on experience. If you are self-employed, this role can also be structured as a consultancy contract. |
| CLOSING DATE | Final closing date for receipt of applications is 5pm on Tuesday 28 November 2023. Any applications received after this time cannot be considered |
| PROPOSED INTERVIEW DATES | Interviews to be conducted week of 11 to 15 December 2023 |
| REPORTS TO | CEO |
| LOCATION OF POST | Home/remote working, with attendance at team or donor meetings/events as required |
| OTHER REQUIREMENTS | DBS check and two appropriate references |
| INFORMAL ENQUIRIES | Email humanresources@tt-intl.org to arrange a discussion of the role |

To apply, please submit a completed application form to humanresources@tt-intl.org.

Trauma Treatment International is committed to supporting you with your application. If you feel you meet some of the criteria but not all, we really hope you'll enquire and learn more.

We welcome all candidates to apply, regardless of age, sex/gender, disability, race, religion, sexual orientation, marital status or pregnancy/maternity. If you have any questions, or any disability and require reasonable adjustment/s to any part of the process then please email humanresources@tt-intl.org.

ABOUT TRAUMA TREATMENT INTERNATIONAL

Trauma Treatment International (TTI) is a registered charity in the UK. Our focus and expertise is in providing evidence-based psychological treatment and support to victims of collective violence around the world. Our aim is to treat victims directly as well as support organisations that work with victims, in order to mitigate the impact of trauma exposure on the workforce. To find out more visit www.tt-intl.org

TTI was founded in 2017 and has grown significantly in the last few years. With an increase in people affected by torture, trafficking and slavery, persecution, war and other forms of collective violence it has never been more important that society is trauma informed and able to respond effectively to the psychological needs of all its members. TTI is borderless, working remotely to respond to need wherever it is in the world.

In this role you will have a unique opportunity to be at the forefront of positive change through the provision of evidence-based trauma treatment and support, around the UK and world. There are no limits and we encourage independent thinking and an ambition for societal change to create a world free of the trauma caused by collective violence.

ABOUT THE ROLE

This is a truly exciting opportunity to make a real difference to victims of trauma across the national and international charity sector. The role of Business Development and Fundraising Manager is an opportunity for a creative and partnership-focused individual to join a fast growing charity which is meeting a vital and increasing need for trauma treatment and prevention.

This is a new role within the charity and will require a hands-on approach to driving the charity's growth in all income generation and fundraising activities.

The post holder will initially focus on securing income from trusts and grants through strong written proposals and applications. Relationship building and donor care is key, but the focus of the role is business development and maintaining a healthy balance of restricted and unrestricted income.

Some of this will be through building up our income from commissioned training and services. You will be joining a collaborative, open and honest working environment at an exciting time of growth within a visionary organisation.

This is an attractive role for someone who would like to work part time and manage their own working hours, due to other commitments. TTI promotes flexible working and all employees work remotely, with occasional in-person team meetings and donor meetings as required. The role will provide the right candidate with the opportunity to really shape and grow their own work.

TTI's income generation is proven and varied in its mix of commissioned services alongside more classic fundraising streams, providing an opportunity to learn and develop a broad range of business skills.

PERSON SPECIFICATION - ABOUT YOU

You are a motivated and self-reliant worker who is looking for an opportunity to do good in the world and be part of a kind, committed and visionary team.

You are creative, organised and able to identify and seek out new opportunities, forge partnerships and deliver activities from inception through to completion.

You're ready to build a fundraising function which will source and grow multiple funding streams to support our amazing work with frontline organisations and trauma survivors around the world.

As a member of a small team, TTI is looking for someone who can think strategically both within and beyond fundraising and make a significant contribution to the wider team through collaborative teamwork.

Are you looking for a role where you know what you do really makes a difference to people's lives?

You may be someone gifted in relationship building and creative writing, that would like to build your skills in the charity sector. TTI can support you to do this. Alternatively, you may be a seasoned fundraiser who is looking for a part time, flexible role.

We are a growing team which requires a hands-on, can-do attitude and a strong desire from you to support the needs of our staff and Associates.

You will be able to interact in a positive and empathetic manner with different individuals, and to build positive and supportive relationships.

KEY AREAS OF RESPONSIBILITY

This job description is not intended to be exhaustive but indicates the main functions of the post as presently constituted. It covers the key responsibilities of the position but the candidate should expect that as the job evolves the scope of the role may be subject to change.

- Work with CEO and wider team to develop the organisational strategy, annual operational plan and budget
- Develop and implement a fundraising strategy focused on growth and sustainability to increase and diversify income in line with the charity's objectives, including from major donors, Trusts and Foundations and individual campaigns such as crowdfunding
- Design and implement new business development/ income generation projects with the CEO and Head of Clinical Services
- Research donor opportunities and maintain a partnership and opportunity pipeline tracker in addition to identifying business development opportunities
- Submit grants and proposals according to deadlines, and created in partnership with TTI's clinical services team – ensuring bids are reflective of the needs of beneficiaries and are trauma informed
- Nurture and grow relationships with existing funders, ensuring robust grant management, reporting and donor care
- Monitor and report against fundraising strategy and annual objectives
- Support Clinical Services team with day to day enquiries for commissioned support from trauma exposed organisations. Input into partnership service delivery discussions, proposal writing and reporting process and discussions
- Develop crowdfunding and individual donor concepts in partnership with Communications Consultant
- Create and collate the information required for TTI's annual report and impact reports
- Work with the Clinical Services team and Office Manager to track project outputs and outcomes to ensure they meet the requirements of funding agreements
- Maintain detailed and accurate records of activities, donations, and supporter information using the TTI CRM system
- Ensure that TTI maintains ethical fundraising and complies with UK Law such as the General Data Protection Regulations

ESSENTIAL SKILLS/EXPERIENCE

- Ability to work effectively in a rapidly expanding charity, adapting to its growing needs
- Willing to learn and a "can do" attitude
- Independent self-starter with an ability to work on own initiative and with small teams
- Experience in business development / fundraising; ideally some exposure of working across multiple income streams
- A track record in dealing with face-to-face presentations / competitive pitches
- Entrepreneurial and excited by business development and the achievement of financial targets
- Excellent communication skills, both written and verbal with attention to detail
- Willingness to problem solve and be solutions focused
- Excellent time management skills with the ability to multi-task and manage multiple priorities
- Competent in the use of MS Word, Excel, databases (CRM) for recording and reporting
- Fluency in written and spoken English
- Ability to work from home, with a suitable working environment and set up
- Committed to the values and principles of Trauma Treatment International

DESIRABLE SKILLS/EXPERIENCE

- Good financial skills with experience of budget setting and management
- Experience in mental health sector or understanding of trauma
- Experience of working in international donor landscape or with government commissioning processes

SAFEGUARDING

TTI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks for all roles within the organisation, and for our roles working directly with our beneficiaries, at an enhanced level.

Having a criminal record will not automatically exclude applicants. All employees are expected to have a knowledge and understanding of safeguarding and child protection procedures and to comply with and have a commitment to best safeguarding practice at all times, immediately reporting any concerns regarding safeguarding and child protection or the protection of vulnerable adults to the designated safeguarding lead and/or deputy.

OUR TRAUMA TREATMENT INTERNATIONAL VALUES

Everything we do at TTI is underpinned by our values which drive our organisational culture; what sort of organisation we are, what we stand for and how we behave.

Our shared values and behaviours bind us together and hold us to high standards for how we expect ourselves and those we work with to behave. The values help to foster a culture of openness, accountability and transparency and to create a learning culture within TTII, which allows innovation, experimentation and learning from our mistakes.

DIGNITY AND MUTUAL RESPECT | EMPOWERING | INCLUSIVE AND COLLABORATIVE | COMMITTED TO EXCELLENCE

