

Job Description

Role Title:	Development Manager
Salary:	£30,000 pro rata
Hours:	Salary based on full time 37.5 hours a week, working hours negotiable due to flexibility of the role
Based at:	This is an office-based role based at - B73 5TJ, Boldmere Sutton Coldfield, working across Birmingham and surrounding areas
Reporting to:	CEO

PURPOSE OF THE ROLE

Working with the CEO and the wider team. The Development Manager will play a lead role in generating funds for the charity and in achieving its ambition to grow charitable income year on year.

RESPONSIBILITIES

Income generation:

- Make direct approaches, develop and deliver tailored fundraising proposals to grant giving bodies including to:
 - Government departments, Local Authorities, Police & Crime Commissioners
 - BIG Lottery, for all relevant nations and under all relevant funding programmes
 - Public funders, e.g. Comic Relief, Arts Council etc.
 - Trusts & Foundations and other funding bodies.
- Identification of new funding opportunities
- Support positive professional relationship with existing & prospect funders.
- Support the CEO in delivering the growth and development targets within the strategic plan.

Grant Coordination:

- Effective grant coordination across current grants to ensure credibility in funder relationships and support future funding opportunities.

Research:

- Research and monitor government departments and other major grant giving bodies for potential funding opportunities.

Teamwork:

- Be an active member of the over team; attend regular team meetings and lead on fundraising events and other areas as required.
- Undertake any other duties appropriate to the grade and relevant to the objectives of the wider team as agreed with the CEO.
- Ensure that records are kept in line with GDPR rules and the Data Protection Act
- Be aware of and abide by all Age Concern Birmingham policies and procedures.

B. PROBATION PERIOD

The post will be subject to a six-month probationary period and an enhanced DBS check will be undertaken, as this role will involve some contact with vulnerable people.

C. PERSON SPECIFICATION

Education and Training	
Essential Criteria	Desirable Criteria
Good standard of education or previous work experience track record	English Literature A, level / Degree

Achievements and Experience	
Essential Criteria	Desirable Criteria
Demonstrable experience in developing Professional relationships	Line management experience
Experience of working in the field of grants fundraising. Achievement in application writing or creative writing	
	Experience and success in delivering against annual fundraising targets.
Demonstrable track record in securing funding from statutory, lottery, trusts and foundations.	

Skills & Abilities	
Essential Criteria	Desirable Criteria

Excellent analytic, written, communication, interpersonal and presentation skills	Proficient in MS office and demonstrable ability to use CRM databases
Excellent proposal writing skills and the ability to write compelling cases for support.	knowledge of the charity sector
Effective influencing skills to ensure positive outcomes from internal and external communication with stakeholders re. fundraising.	
Good research skills	
Good planning and organisational skills	
Energy, enthusiasm and initiative	

