**Centre for Deaf People, Bristol Business Development Officer/Fundraiser Role Description**

**Role Title:** Business Development Officer/Fundraiser

**Reports to:** Director

**Hours:** 18 hours per week to be worked over 3-4 days

**Salary:** £20,000 - £23,000 per year pro rata

**Benefits:** 1% pension contribution and 25 days holiday pro rata plus bank holidays

**Overall Purpose:** Generating income for the Centre for Deaf and Hard of Hearing People, Bristol (CfD)

**About CfD:**

The Centre for Deaf and Hard of Hearing People has been delivering services within the Bristol area for over 140 years.

Our mission is to support and promote social inclusion and independence by providing free information and advice, an equipment service called **Home@CfD** and working on other projects which enable people who are Deaf, Hard of Hearing or DeafBlind to improve their wellbeing and make positive changes in their lives and communities.

Currently, CfD’s only source of income is an Equipment Service Grant. This post is a wonderful opportunity to develop and implement an income generation strategy.

**Main Responsibilities:**

To develop and manage, in conjunction with the Director, Treasurer, and Senior Equipment Service Officer, the Income Generation Strategy and secure the income budget targets as required. This will include identifying new sources of income.

Identify and research suitable donors

Produce high quality applications to trusts and foundations, on behalf of CfD

Use Charity Log or other databases to keep records of all applications made for funding and contracts with potential donors or purchasers of services.

Develop individual giving, corporate sponsorship, events and community fundraising, as appropriate within the overall Income Generation Strategy.

Work with the CEO to develop monitoring and evaluation systems and to write reports for funders and internally for the CfD Board.

Work in compliance with CfD’s policies and procedures and its commitment to promote and support inclusive, non-discriminatory practices.

Undertake, as requested/agreed with the Director and/or Board of Trustees, any additional work on behalf of CfD.

Ensure that all work undertaken meets best practice for deaf and hard of hearing people, particularly with regard to ethics and confidentiality in respect of CfD’s clients.

**Priorities for the year:**

* Develop fundraising strategies in conjunction with the latest CfD business plan
* Research funding grants and bids
* Network with local businesses to establish CfD as their charity of the year.
* To support CfD to develop income generation streams

The successful candidate will be supported by the Director with monthly supervisions meetings and regular updates and also be supported by the Office Manager with administration tasks where necessary. The successful candidate will be expected to attend monthly staff meetings as well as Business Development sub-committee meetings with members of the Board of Trustees.

**Person Specification:**

|  |  |  |
| --- | --- | --- |
| CRITERIA | ESSENTIAL | DESIRABLE |
| **Qualifications** | Degree level education or equivalent | Relevant professional qualification |
| **Knowledge, skills and experience** | Knowledge and understanding of the voluntary sector and sympathy with the objectives of CfD. | Experience of working with deaf and/or hard of hearing people |
|  | Knowledge and experience of charity law. |
| At least 3 years experience of income generation within the not-for-profit sector | Experience of partnership bids and collaborative working |
| Understanding of the social model of disability | Experience of raising funds for a number of different causes |
| Experience of producing, and implementing Income Generation Strategies | Experience of producing business plans and strategies for projects and/or organisations |
| Significant expertise and experience of, and an impressive track record in, grant (i.e. trust and/or statutory) fundraising | Experience of, and track record of achievement in, a range of other fundraising disciplines including individual giving, legacies, major donors, events, community and corporate sponsorship fundraising |
| Expertise in identifying, and researching, trust and statutory prospects | Experience of submitting successful tenders as well as creating and managing a funder database |
|  |  |
| Experience of establishing monitoring and evaluation systems | Experience of undertaking internal, or external, evaluations |
| Experience of producing high quality reports to funders |  |
| Ability to understand and interpret complex financial information | Experience of managing budgets |
| Experience of preparing accounts or financial statements and good, basic numeracy skills. | Demonstrable financial management experience, ideally gained within a charitable environment, including preparation of financial statements and projections. |
| **Skills and Abilities** | Must be credible, both at staff and board level. | Ability and confidence in public speaking to varied audiences, including presentations at board level. |
| Ability to plan, prioritise and manage a number of projects simultaneously from start to finish, including meeting demanding timescales and dealing with conflicting priorities. |  |
| Clear, concise and creative written communication skills appropriate to a range of documentation, with attention to detail. |  |
| Experience of positive team working and team participation, but also comfortable with periods of lone working. |  |
| Tact, diplomacy and sensitivity. |  |
| An understanding of issues related to people who are deaf and hard of hearing. |  |
| To be able to demonstrate a flexible approach to work. |  |
| Excellent IT skills, including Word, Excel and Access. | Understanding of the Data Protection Act as it applies to small charities. |