



<b>Title</b>	Business Development Manager
<b>Status</b>	Initially 1-year fixed term . Post maybe extended after initial year
<b>Location</b>	Dublin 10
<b>Reporting to</b>	BCP CEO
<b>Working Hours, Salary and Holidays</b>	Available on a 35 or 28 hours per week basis. Salary circa €50,000 Holidays starting at 24 days PA rising to 27 Days.
<b>Working mode</b>	The position is open is a hybrid working approach both remote and in office

### Role Description

**Role Purpose** - Our values in BCP underpin and assist us in delivering our vision and purpose. The Business Development Manager will be a member of the management team of Ballyfermot Chapelizod Partnership CLG. (BCP) The role has a responsibility to adhere to and promote our values in everything undertaken in the work environment. The job purpose is to grow areas of existing programmes of BCP and to identify and develop new areas of revenue that will underpin BCP's objectives and impact as a charity. This role will operate under the guidance of the CEO. The role will lead in identifying, sourcing, and developing funding streams that enable BCP to fulfil its mission and values of social inclusion.

**Duties of the Role** - The role of the Business Development Manager is to review and manage the sourcing of additional revenue streams to assist BCP to bring about social change through sourcing funding that will enhance and support social inclusion at a community level. The role will provide excellence in knowledge and skills to the management team of BCP in securing funding streams through, national, European and philanthropic bodies.

This will entail performing the following duties:

- To pursue, secure and sustain income streams including, statutory, corporate, trusts, foundation and community giving
- Bidding and fundraising activity and playing a lead role in diversifying our income whilst meeting our overall charitable objectives and growth targets.
- To manage, co-ordinate an end-to-end bid and tender processes, in line with the organisation's Business Development Strategy and on-going growth aspirations, delivering a consistently high standard of documents, presentations, interviews. etc.

- The submission of bids and strategic or large-scale grant applications and ensuring compliance with procurement tendering and contract best practice and legislation.
- Establishing and embedding consistent best practice in bidding and fundraising activity across BCP – including developing the skillsets of management staff to improve general business and commercial acumen.
- Leading, managing, co-ordinating, and writing the preparation of particularly strategic or complex bids or funding applications and supplemental tender requirements (e.g. financial models, risk registers, implementation plans).
- Achieving financial and performance targets – including retention of existing contracts and organisational growth and diversity aspirations.
- Elevating and amplifying BCP’s reputation, influence, and leadership through networking, excellent stakeholder relationship management and representing the organisation at conferences, forums, events and external meetings.
- Playing a leading role in development and delivery of BCP’s new strategic and business development plan.
- Working collaboratively with community partner organisation in particular the Cherry Orchard Development group to drive the development of new service offers and innovations for both current delivery models and future opportunities – to scale up work (including overseeing management of the Cherry Orchard development fund).
- Leading negotiation, preparation and completion of service contracts and agreements for secured developments, working with partner agencies, and senior leadership to ensure robust and beneficial arrangements for delivery of services and other activity.
- Building and maintaining strong working relationships with organisational leaders and operational managers to ensure bids and other fundraising activity have appropriate operational context and reflect current operating best practice.
- Develop and build connections with key stakeholders (including partners, supporters, funders, and potential funders) to maximise opportunities for BCP to have an impact.
- Proactively identifying upcoming bidding and fundraising opportunities and maintain a good understanding of the market and of regional, national and European policy initiatives.
- Oversee and ensure effective contract mobilisation between development and operational departments to achieve seamless implementation and management of funder and partner relationships.
- Maintaining an excellent understanding of subject areas related to the work of BCP, poverty its impacts, community development, lifelong learning, employment, social enterprise and family support physical and mental wellbeing, sharing this knowledge with the BCP team and partner agencies where appropriate
- Monitoring data and performance statistics, developing reports on an agreed basis
- Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
- Undertake reporting, publicity, promotional initiatives, and representational duties appropriate to the implementation of BCP’s work programme.

- Adhere to the guidelines of the Programme and operational procedures within BCP, ensuring strict adherence to them at all times
- Keep appropriate and up-to-date records of all project activities and update the and BCPs CRM.
- Such other duties (including administrative duties) as may be assigned from time to time by the CEO.

### **Person Specification**

Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to BCP's ethos and vision and ideally have the skills and attributes as detailed below.

#### ***Qualifications***

The Business Development Manager will have a third level qualification at level 8 or higher on the QQI . Three years plus experience of working in an income generating role in a NGO type organisational would be desirable.

#### ***Knowledge & Expertise***

The Business Development Manager should be able to demonstrate experience and expertise in the following areas:

- A thorough knowledge of the Non-Governmental sector and its structures
- Knowledge of and expertise in identifying and sourcing funding streams available nationally and internationally
- An expertise in in writing successful funding applications
- Experience of working in areas such with high than average indicators of socio-economic disadvantage and its impact on communities such as Cherry Orchard.
- Good understanding of multi funder relationships including reporting requirements
- Knowledge of multi-agency collaborative programming planning
- Able to analyse relevant statistical information such as CSO and Labour Force survey data to inform BCP programme direction

#### ***Skills & Competencies***

The Business Development Manager should have the following skills and competencies:

- Independent, creative thinking and excellent problem-solving skills
- An outside the box, pro-active approach to self-generate new business through activity, referrals, and networks
- Able to prioritise and accurately manage multiple projects with a high degree of collaboration
- Experienced Public Sector market awareness
- Challenges the status quo with a creative approach to problem solving
- Involve, engage, and liaise internally and externally in a professional capacity inspiring confidence in BCP and its services
- A good team player with enthusiasm, drive, friendliness, and approachability

- Facilitation skills
- Excellent written and verbal communication skills
- Ability to prioritise workload and solve problems
- Excellent and proven ICT skills including social media
- Precise methodological approach with effective organisational and administrative skills
- Target driven and total focus on achieving targets and helping grow business
- A genuine enjoyment of empowering communities to develop
- Knowledge of local development and the changing local development landscape
- Demonstrate cultural awareness and sensitivity
- Able to conduct themselves in a way that is credible to all stakeholders and engages and commands confidence and respect.
- Fair, impartial and open to new ideas and information
- Computer literate in dealing with standard MS word and data processing, spreadsheet, communication packages including social media tools.