**Rural Community Council of Essex**

**Job Description**

**Job Title:** Business Development Manager

**Reports to:** Executive Director

**Purpose:** To help secure the long-term sustainability of Rural Community Council of Essex (RCCE) by identifying and securing new business and funding opportunities consistent with the organisation’s strategy.

**Dimensions:** i) County of Essex, with the potential for some regional and national

 engagement.

 ii) Engagement with local authorities, public bodies, grant making trusts

 and businesses.

 iii) Engagement with voluntary/community sector and rural sector

 organisations.

**Principal Accountabilities:**

1. To have a full understanding of all aspects of RCCE’s work in order to identify and develop appropriate business opportunities.
2. To identify opportunities for business development through new funding streams, partnership and commissioning opportunities and benefits of RCCE membership.
3. To lead on the preparation and management of all funding bids, tenders and business proposals engaging with other managers and specialist staff as necessary.
4. To identify opportunities for income generation through new uses of RCCE’s office premises.
5. To work with the Executive Director and management team to develop the organisation’s funding strategy and build strong and sustainable relationships with funding bodies.

**Secondary Accountabilities:**

1. To maintain a database of funding bids and opportunities.
2. To have an understanding of other existing income generation streams additional to grants, contracts and membership.
3. To identify any other potential income streams that align with RCCE’s mission and strategy.

**Other Duties:**

1. Undertake any other duties, within the scope of existing knowledge, skills and abilities as may be required by the Line Manager.

**Measures of Success:**

1. The volume of additional funding secured.
2. The number of additional funding bids, tenders etc. submitted.
3. The pipeline of funding opportunities created.
4. New relationships developed with funding bodies including grant making trusts.

**Knowledge, Skills and Experience:**

***Essential***

1. Proven experience and success in grant applications and fundraising.
2. Excellent communication skills, including an ability to write large-scale funding bids.
3. Experience in developing and managing relationships with funders.
4. Experience of project development and budgets.
5. Experience of databases and data management.
6. An enthusiastic team player able to work collaboratively with others.
7. Self-motivated and able to manage priorities, time and workload and to work with limited supervision.

***Desirable***

1. Experience and understanding of the charity sector.
2. An interest in and some knowledge of rural communities.

***Other***

1. A Driving Licence and access to a car for business travel is essential.
2. A willingness to work flexibly, including occasional evening meetings, is essential.