



Job Description

Business Development Coordinator

Hours of work: Full time; 37.5 hours per week

Contract Type: Permanent

Annual Leave: 30 days plus bank holidays

Salary: Up to £29,500 annually

Employed by: Involve Kent

Responsible to: Deputy Chief Executive Officer

Based: Flexible working available with some travel to head office and in and around the UK required

Purpose of the job

The Business Development Coordinator will scope and track new and existing funding opportunities across the UK and actively seek funding for our pipeline of projects. The Business Development Coordinator will also track tender opportunities across the SE of England and will work with the executive team to write tender bid responses and coordinate the information required. This role will also lead on fundraising, including grant fundraising, and support income generation across the organisation. The role will build and grow internal and external relationships in order to help the charity to grow revenues and increase delivery opportunities. The role will be currently managed by the Deputy CEO but will very much be led by the Executive Team and working collaboratively with the wider organisation to develop projects, tender response, grant applications and business opportunities.

Key tasks and responsibilities

- Researching and assessing tendering opportunities across SE England and presenting viable opportunities to the executive team.
- Identifying Funding for new and existing projects identified by the executive team. Coordinating grants and tenders using internal experts to provide specialist delivery knowledge.

- Tracking funding markets and emerging trends and developing relationships with Commissioners.
- Writing reports, proposals and plans for both internal and external stakeholders.
- Coordinating the writing of tenders and bids for Health and Social Care and other statutory organisations work.
- Managing all areas of Grant Fundraising, including bid writing in collaboration with internal experts.
- Supporting internal experts to develop delivery models and costs and articulate to funders.
- Exploring how current and future projects can be capitalised.
- Building and growing solid relationships with internal and external stakeholders in order to bring new business opportunities to the organisation.
- Researching Markets across England and recommending new tendering opportunities in line with the organisations values and strategy.
- Identifying other opportunities for the Charity to grow and increase reserves.
- Finding potential partnership opportunities for the organisation with a view to expanding its reach and/or improving its processes.
- Managing and implementing a pipeline of opportunities for the organisation.
- To Undertake any other reasonable request from the Executive Team.

Person Specification	Essential	Desirable
Able to manage diverse and competing priorities; flexible, well organised, collaborative.	X	
skilled in IT including Excel, CRM's and data managements software.	X	
Highly articulate with excellent written and verbal communication skills.	X	
Strong interpersonal skills, able to easily build relationships	X	
Able to compile and manage data sets on funders and tenders	X	
The ability to think and act creatively when developing plans and strategies	X	
A strong understanding of the VCSE sector		X
Strong research skills, able to work independently to undertake research into funding opportunities and present finding concisely and accurately.	X	
Collaborative style, able to work directly with internal teams and collaborate on ideas and projects	X	

Able to demonstrate high quality report writing skills and dissemination of requirements of each bid / tender	X	
Driven, target focused and highly motivated	X	
Resilient, confident, positive and with a methodical approach	X	
Alignment to Involves values and a real interest in working for not-for-profit organisations.	X	
Good numeracy skills, able to understand budgets and data	X	
Able to work with self-reliance and with confidence to take responsibility (within professional boundaries)	X	
Strong and proven commitment to equality, diversity and inclusion	X	
Demonstratable experience or degree level appropriate qualification	X	
Experience of working with health, social care or public health data		X