



## 1. Title

Business Development Manager

Permanent Full time – Salary competitive plus benefits

## 2. Purpose

To manage and coordinate the Community Trust's work with key stakeholders in specific sectors as required. These may include, for example, Local Authority, Health, Commercial and Community sectors. The primary focus of this post will be to build relationships with the business and corporate sector to secure funding for the Community Trust activities and corporate programmes, ensuring the funding partnerships are in line with our vision and mission.

## 3. Job Duties

- a) To be an ambassador of Exeter City Community Trust, offering excellent customer service at all times and upholding the professional image of Exeter City FC and Exeter City Community Trust.
- b) To oversee the successful planning, delivery, monitoring and evaluation of all corporate fundraising events, campaigns and initiatives.
- c) To positively represent the interests of physical activity and sport, advocate their benefits and identify and support new corporate partners to work collaboratively with the Community Trust.
- d) To identify, develop and maintain partnerships with a range of diverse organisations which have a stake in the development of physical activity, health & wellbeing and sport.
- e) To be fully accountable for all finances related to all corporate fundraising events, campaigns and initiatives, setting budgets alongside the Head of Community and management of income and costs.
- f) Design and agree a mechanism for identifying existing Community Trust projects that require additional funding and then develop these projects into well-presented proposals so that they are most likely to be successful.
- g) To positively represent Exeter City Community Trust at all internal and external meetings when required.
- h) To positively represent Exeter City Community Trust at local business networking and any other relevant activities/events.

Exeter City Community Trust values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

- i) To work with Exeter City Football Club's Commercial Department to ensure synergy is achieved with corporate clients in the greater Exeter area.
- j) To support the strategic management, forward planning and vision of the Community Trust to enable it to successfully expand its provision to a wide range of social groups and communities.
- k) Have a good understanding and be able to contribute to business plans, risk management policies, corporate funding plans and influence the strategic vision of Exeter City Community Trust.
- l) Produce statistical data as required by the Head of Community and Board of Trustees.
- m) To work closely with the Head of Community and other senior managers to develop new priority areas of delivery.
- n) Attend internal and external meetings to exchange ideas and information and share best practice.
- o) Make a positive contribution to the formulation and implementation of programmes.
- p) To perform other duties as reasonably assigned or under the authority of the senior management team.
- q) Attend training courses relevant to the role and maintain personal CPD.
- r) To lead staff and programmes of activities for assigned projects ensuring quality assurance, health and safety and safeguarding needs are met and adhered to.

#### 4. Responsibilities

The Business Development Manager will be responsible for carrying out the above objectives and complying with the funding regulation by the Exeter City Community Trust and to be aware of other funding regulations from other local and national partners.

#### KPI's

- Financial income target, to be agreed with the Head of Community
- Plan and deliver four fundraising/profile raising events each year – For example: Golf Day, Sponsors Breakfast, Sports Awards Dinner and Team Challenge Event
- Identify and sign up a minimum of four businesses (in the first year) to have Exeter City Community Trust as their chosen charity of the year
- Plan and develop a mechanism to create a corporate members' club to support Exeter City Community Trust
- Devise a schedule of potential and existing corporate clients to attend Exeter City FC first team fixtures and network utilising the Exeter City Community Trust corporate hospitality box.

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## 5. Key Skills and Experience Required: Essential

- High level literacy/writing skills across a broad range including writing of business development plans and reports for corporate clients
- Proven business and financial management skills
- Ability to build and maintain positive relationships with corporate clients
- Focused on achievement, targets and continuous improvement
- Have skills to plan, organise and present information, orally and written
- Ability to work under pressure, to tight deadlines and on own initiative
- Competent IT skills
- Be able to work flexible hours (including evenings and weekends)
- Hold a current full driving licence and have access to a vehicle
- Have an outgoing personality with the ability to work with a varied age group of young people and adults from different backgrounds
- Enhanced DBS
- Managing budgets
- Ability to meet financial KPI's and be target driven
- Managing high profile local and national partnerships
- Experience of working with and engaging diverse communities and corporate clients

## 6. Behaviours needed:

- Team working
- Communications
- Customer service
- Leadership
- Delivery
- Fairness, equality and inclusion

Exeter City Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Please apply by sending a covering letter outlining why you are suitable for this role and completed application form to Jamie Vittles, Exeter City Community Trust, St James Park, Exeter. EX4 6PX or [jamie.vittles@ecfc.co.uk](mailto:jamie.vittles@ecfc.co.uk)

ECCT will process your data in compliance with GDPR and the Privacy Notice for Job Applicants which can be viewed in full at this link:

<https://tinyurl.com/y77qcr9r>

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Closing Date – Thursday 19 July 2018

Please note, interviews for this post will be held on Thursday 26 July between 10.00am and 3.00pm at Exeter City Football Club.

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