**JOB SPECIFICATION**

**Job Title: Development Manager**

Responsible to**:** Marketing Relationship Manager

**Purpose of the Post**

To seek and secure funding for the organisation.

**Key Elements of the Job Role**

* To write grant funding bids
* To project manage income generation initiatives from inception to implementation
* To manage key relationships

**Key Tasks**

* To work with the CEO and service managers to develop income generation ideas, taking into account local competition, unmet need and organisational aims
* To research and identify relevant grant and other suitable funding opportunities to support the delivery of services, understanding the requirements of funders
* To research and write funding bids, under the direction of the service managers, using qualitative and quantitative evidence to support the bid
* To manage the bid process from inception to completion
* To project manage the implementation of income generation ideas, including designing, costing and budgeting
* To work with finance to design payment mechanisms as required
* To work with the Marketing Relationship Manager and Senior Communications Administrator to develop marketing materials
* To use the website and related web interfaces, including social media to promote income generation opportunities
* To build and maintain relationships with internal managers and funders
* To network effectively with other managers across the organisation
* To maintain accurate records
* To use outcome evaluation to assess the quality of services and provide reports as required
* To comply with organisational policies and procedures
* To prepare for and actively participate in supervision and appraisal processes
* To undertake any other relevant duties and training as may be required by the Line Manager

*Note: - This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the organisation at any time after discussion with the post holder.*

**Candidates will be assessed against the following essential/desirable criteria :**

**Knowledge**

* An understanding of the charity sector

**Skills and Abilities**

* Commitment to the aims of Suffolk Family Carers
* Ability to build and maintain relationships
* Creativity, imagination and an entrepreneurial attitude
* Proactive with drive and enthusiasm to carry out projects to conclusion, using own initiative
* Ability to influence others with excellent verbal and written communication skills
* Capability to work under pressure and meet deadlines
* Good organisational and project management skills
* Strong research skills
* Excellent IT skills
* Ability to work as part of a team
* Resilience, even when faced with setbacks
* Willingness to carry out a range of administrative tasks

**Experience**

* Experience of successful income generation including bid writing
* Experience of successful income generation within a medium sized charity (Desirable)
* Experience of communicating through a variety of media including social media

**Qualifications and Other Requirements**

* Ability to comply with confidentiality
* Ability to travel between locations as required
* Willingness to undertake training/team development

**Equal Opportunities**

* Ability to exhibit and apply awareness of positive actions, diversity and equal opportunities in service delivery.