

JOB DESCRIPTION

Job Title:	Business Development Officer
Responsible to:	Chief Executive Officer
Responsible for:	Unrestricted income generation and partnership management.
Salary:	£26,000 - £28,000 FTE, depending on experience 28 hours pro rata

Job Purpose

To accelerate the growth of unrestricted income over a diversified range of income streams and donors to achieve long term sustainable income growth

Explore opportunities to secure partnerships and collaborations with new and existing partners in line with the charities strategy; operational objectives and growth strategies.

Principal Responsibilities and Duties

1. Develop a successful organisational wide strategy for unrestricted income generation
2. To be responsible for meeting and exceeding agreed unrestricted income targets and objectives within the organisation.
3. Maximise income for the charity from donations, legacy programme developments, sponsorship and individual regular giving
4. To liaise with the Chief Executive and prepare reports for the Board of Trustees as required on all aspects of the unrestricted income generation for the charity.
5. To work with the Chief Executive and the other members of the Senior Management Team in the implementation of the Board's strategic and business plans that guide the Charity's work.
6. To forge good relationships with partner organisations that will enable the Charity to maximise their support for the good of local older people.

Unrestricted income generation and partnership development

1. Managing partnerships and key stakeholder relationships with existing corporate partners to maximise mutual benefit for all parties.
2. Explore a large variety of retail / trading and income opportunities that will generate unrestricted income for the charity.
3. Work with the Fundraising and Senior Management Team to plan the delivery of organisational events, fundraising activities, seminars and conferences as required inline with the Strategic aims and Operating plans
4. To lead on the development of new relationships and business development opportunities as they present to secure unrestricted income.

5. To be an effective ambassador on issues relating to older people at all times.
6. Any other duties deemed to be appropriate by the Chief Executive Officer

Other Information:

- Age UK Birmingham is a Brand Partner of Age UK, and is a full member of and works within the philosophy and principles of the Age England Association.
- All staff, in their particular roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Birmingham and maintain its values.
- All staff must work within the policies and guidelines adopted by the Organisation
- All staff will participate in the supervision and appraisal systems adopted by the Organisation.

Person Specification for Income Generation Officer

Job Title: Income Generation Officer

Job Purpose: To accelerate the growth of unrestricted income over a diversified range of income streams and donors to achieve long-term sustainable income growth. Explore opportunities to secure partnerships and collaborations with new and existing partners in line with the charity's strategy, operational objectives, and growth strategies.

	Essential	Desirable
Experience:		
Proven track record of successfully developing and implementing unrestricted income generation strategies.	X	
Demonstrated experience in partnership development, preferably for nonprofit or charity sector organisation.	X	
Strong experience in donor relations, sponsorship, and individual giving.		X
Experience in working with senior management teams and reporting to boards of trustees.		X
Track record of achieving and exceeding income targets.	X	
Skills:		
Excellent strategic thinking and planning abilities.	X	
Strong interpersonal and relationship-building skills.	X	
Exceptional communication skills, both written and verbal.	X	
Ability to analyze data and draw actionable insights for decision-making.	X	
Proficiency in project management and event planning.		X
Business development and negotiation skills.	X	
Understanding of fundraising principles and techniques.	X	
Knowledge of the nonprofit sector and philanthropic landscape.		X
Personal Attributes:		
Highly motivated and results-oriented.	X	
Creative thinker with the ability to identify and capitalize on new income-generating opportunities.	X	
Collaborative team player who can also work independently.	X	

Exceptional networking skills to build and maintain strong relationships.	X	
Demonstrated passion for the organization's mission and values.	X	
Resilient and adaptable, with the ability to manage multiple priorities.	X	
Professionalism, integrity, and a high level of ethical conduct.	X	
Desirable Qualifications:		
A bachelor's degree in Business, Marketing, Nonprofit Management, or a related field.		X
Other Requirements:		
Willingness to travel and work outside of regular office hours when necessary.	X	
Ability to represent the organization at events and meetings.	X	
A commitment to promoting the well-being of older people and advocating for their needs.	X	

Note: This person specification outlines the key qualifications, experience, skills, personal attributes, and other requirements necessary for the role of Income Generation Officer. Candidates who closely match these criteria are encouraged to apply. The organization is an equal opportunity employer and welcomes applications from individuals of all backgrounds.