



BUSINESS DEVELOPMENT COORDINATOR: GRANTS & TRUSTS

JOB TITLE:	BUSINESS DEVELOPMENT COORDINATOR
REPORTING TO:	HEAD OF BUSINESS DEVELOPMENT & COMMUNICATIONS
LOCATION:	INSPIRE, CHORLEY YOUTH ZONE
HOURS:	40 HOURS PER WEEK
SALARY:	£26,000 - £32,240 PA DEP. ON EXPERIENCE
HOLIDAYS:	33 DAYS (INCLUDING BANK HOLIDAYS)
KEY RELATIONSHIPS:	HEAD OF BUSINESS DEVELOPMENT & COMMUNICATIONS, BUSINESS DEVELOPMENT TEAM CHIEF EXECUTIVE, HEAD OF OPERATIONS & FUNDERS



ROLE SUMMARY

This newly created post of Business Development Coordinator specialising in Grants and Trusts, will be central to supporting the wider Business Development Team in generating income needed to support thousands of local young people.

Reporting to the Head of Business Development, you will be responsible for the delivery of the charities new Grant Fundraising strategy, creating and developing an active pipeline of prospective funders, building relations with donors and securing and stewarding this income stream.

Scope of Role:

- Growth of the Inspire Chorley Youth Zone Grants & Trusts strategy
- Generating funds to agreed targets
- Developing and maintaining strong relationships with funders
- Reporting and end of year evaluations



KEY DUTIES & RESPONSIBILITIES

The Business Development Advisor post is part of and supported by a regional fundraising network led by Onside Development Team, who are based in Bolton.

This is a fantastic role within the charity sector and you will benefit from access to bespoke training and mentoring.

RESEARCHING PROSPECTIVE SUPPORTERS

- With full consideration to the Grant Fundraising Strategy identify a pipeline of potential new funders, developing an understanding of their profiles and how and why they might support Inspire, Chorley Youth Zone.
- Grow the support of current funders, identifying opportunities for them to continue their support.

APPLICATIONS & REPORTING

- Implement Inspire's Grants Fundraising Strategy, and manage your timetable for developing, writing and submitting high quality funding applications.
- Manage the reporting timetable for all funders, highlighting deadlines and ensuring all grants are reported on and drawn down in a timely manner.
- Write compelling, detailed fundraising reports for funders, working closely with Head of Business Development & Communications, Chief Executive and Head of Operations to gather information, and maintain very high standards of accuracy at all times.
- Regular monitoring and evaluation of funded programmes, to ensure delivery against objectives.
- Provide regular reports to Head of Business Development for inclusion in Trustee reporting, monitoring income from Trusts and Foundations and reporting against key performance indicators as required by the Head of Business Development.

GRANT & FUNDER RELATIONSHIPS

- Develop and strengthen relationships with current funders, and identify and cultivate relationships with potential new funders through a range of communications including by phone, in writing and face to face meetings as appropriate.
- Take an innovative and flexible approach to securing income in accordance with the Grant Fundraising strategy; think beyond the traditional restricted or unrestricted grants, and consider new approaches to fundraising including partnerships.
- Manage existing relationships through professional account management and donor communication.



KEY DUTIES & RESPONSIBILITIES

ADMINISTRATION

- Be self-administering including responsibility for maintaining fundraising pipeline spreadsheets.
- Maintain fundraising files, applications and records.
- Liaise with Head of Business Development to ensure grants have been received and are allocated / restricted as appropriate.
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TEAM WORKING

- Work closely with the Head of Fundraising, department heads and others to identify and pursue opportunities.
- Develop comprehensive knowledge of the organisation and its work.
- Any other duties commensurate with the general level of the role as directed by the Head of Business Development & Communications.

SKILLS & EXPERIENCE

PERSON SPECIFICATION

We are looking for high calibre applicants who want to use their skills to “make a difference” for thousands of local young people. Applicants should be able to demonstrate that they have the experience, knowledge, skills and aptitudes listed below.

Experience

- Experience of researching and establishing pipelines for support
- Experience of bid writing within a professional setting
- Experience of developing and submitting high quality funding applications and approaches to funders
- Experience of gathering, understanding and presenting complex information and data in a clear, concise way
- Experience of working within a charity fundraising environment (Desirable)

Skills, Knowledge and Aptitudes

- Ability to prioritise tasks, manage own time and achieve strict/multiple deadlines
- Highly developed verbal and written communication skills
- Ability to research and check effectively and creatively, not just mainstream areas, with a close attention to detail
- High level of IT competence including excellent internet research skills and database management
- Proven ability to make a persuasive, inspirational and compelling case in writing
- Ability to cultivate and maintain relationships to secure funding and work effectively with partner organisations
- Ability to work with varying degrees of support; from working completely under own initiative to working collaboratively with a lot of input and critique
- Demonstrable empathy with the aims and expectations of trusts, foundations and grant givers
- Willingness to understand and fully engage with Inspire Youth Zone’s wider Fundraising strategy and values and contribute positively to the workplace

SKILLS & EXPERIENCE

Behavioural qualities

- Focussed and organised
- Results-driven, determined and resilient
- Tenacious and confident
- Ability to build positive personal and organisational relationships
- Able to negotiate and balance competing priorities with consideration to ethical implications
- A willingness to work unsociable hours when required and to travel where appropriate both in the region and beyond

**Inspire Youth Zone is committed to the safeguarding of young people.
This post is subject to an enhanced DBS check.**

APPLICATION PROCESS

Email your CV, together with a covering letter OR a 2 minute video telling us about yourself and why you think you're the right person for this role to:

Karen.Hunter@inspireyouthzone.org

Interviews: Interviews will take place throughout the recruitment period so please don't delay in sending us your application.

Disclosure and Baring Service check:

In accordance with our Child protection and Safeguarding procedures, this position requires an enhanced DBS check



SKILLS & EXPERIENCE

With over 5,000 local children and young people as members, Inspire Youth Zone opened in 2018, making a bold statement about the importance of giving young people high quality places to go in their leisure time and the importance of 21st century youth work.

Open 7 days a week, at weekends and during school holidays, Inspire Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults.

Our state-of-the-art £4.8 million building provides young people with access to a range of amazing activities and opportunities whilst gaining support from friendly, warm and positive staff and volunteers. Our facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

OUR VISION

A charity at the centre of our community, a place where young people can be safe, be inspired and have fun!

OUR MISSION

To provide an inspirational and exciting place for the young people of Chorley to make friends, try new things, have fun and access support when needed.

OUR VALUES

Always Inspirational

- Encourage young people to have fun and participate.
- Make a positive difference to the lives of young people.
- Be the person we needed when we were young.

Provide Leadership

- Be organised and ambitious, the best
- Bring high energy, enthusiasm, innovation & creativity to every session.
- Take responsibility and get involved, if something needs doing, do it.

Be Excellent

- Be great at what we do but strive to be and do better
- Be clear & focussed about what is important (young people)
- Advocate for young people and for Inspire

Be a Positive Role Model

- Demonstrate confidence & leadership, be calm, interested & honest.
- Show respect, concern & kindness for others, always.
- Be reliable & consistent for the team and young people.



Onsite fitness gym/boxing



33 days annual leave (pro rata)



Convenient location, easily accessible



Employee Benefits Programme*



Partnership working



Learning and development opportunities



Flexible working



Pension scheme



Part of a wider network



Branded workwear



Working with like-minded people and cultures



Covid related absence and special leave