



Job Description

Job Title: Business Development Manager

Grade: LDW Grade 6

Hours: 22.5 hours per week

Accountability: Responsible to the Chief Executive Officer

Purpose: To lead on researching, developing, influencing and securing new funding to help sustain the organisation and its projects in achieving our goal of making Wales the best place to live, love, work and learn if you have a learning disability.

Responsibilities

1 Management

- 1.1 Participate in regular Managers meetings reporting on your areas of work and contribute to our strategic plan.
- 1.2 Lead on or participate in meetings both internal and external relevant to our funding and sustainability.
- 1.3 In collaboration with CEO and Managers lead on the funding development and sustainability of new projects.
- 1.4 Support managers with the preparation of relevant project monitoring and progress reporting requirements set by those project funders.

2. Business Development

- 2.1 Work with the CEO and other managers to support the future development of the organization to achieve annual income generation targets.
- 2.2 Work closely with managers to develop an understanding of their short, medium and long term funding needs.
- 2.3 Play a key role in supporting the Gig Buddies project through its transition to a charity by preparing funding applications and looking for alternative sources of income.
- 2.4 Develop and maintain positive collaborative relationships with funders, donors, partners and key stakeholders to raise awareness of the issues people with a learning disability face to help secure financial support.
- 2.5 Develop and deliver high quality presentations to a variety of audiences to pitch for funding.

3. Income Generation

- 3.1 Lead on identifying and advising on new funding and partnership opportunities for Learning Disability Wales and its projects.
- 3.2 Lead on the development of high quality funding proposals/applications.

4. Other

- 4.1 Undertake a range of duties within the scope of your role to ensure the delivery of our strategic plan.

Active from	15 May 2024
Approved by	Zoe Richards, CEO
Accepted by	