



<b>Job Title:</b>	<b>Fundraising and Business Development Officer</b>
<b>Reporting to:</b>	<b>Executive Director for Resources</b>
<b>Line management of:</b>	<b>N/A</b>
<b>Group:</b>	<b>Senior Management</b>
<b>Salary:</b>	<b>£25,490 plus 5% pension contribution</b>
<b>Hours:</b>	<b>35 hours per week (Monday to Friday)</b>
<b>Location:</b>	<b>Cardiff (some travel to other WRC offices may be required)</b>

### **Purpose of the Post:**

The post will support the senior management team in implementing a fundraising and income generation strategy, with the aim of securing income to deliver the organisation's mission and contributing to its sustainability.

The main purpose of the role is to help grow new and existing sources of income, and to support business development and fundraising. This will include responsibility for grant management and stewardship, and will also require the ability to manage and develop projects which are attractive to funders. Key responsibilities will include researching potential new funding prospects and income generation streams, developing propositions and projects, helping to manage Welsh Refugee Council's existing portfolio of funding relationships, and supporting the organisation in relevant processes such as project management, monitoring and evaluation, impact measurement, and reporting.

### **Main Duties and Responsibilities**

- To identify, assess and pursue income generation opportunities (including identification of risks and issues)
- To write clear, compelling bids and proposals, working with subject matter experts and the senior management team
- To provide project management support from a planning and administration perspective, including:
  - developing and actioning project plans geared to ensure timely decision making, reporting and bid submission
  - keeping track of reporting deadlines and milestones, and liaising with project managers to ensure they are met

- To manage relationships with grant & contract holders, contacts and professional advisers to steward supporters and create new business development opportunities
- To work with the WRC trustees, senior management and other stakeholders, to cultivate new networks and contacts, and increase our pipeline of business support relationships
- Work with the senior management team to define funding needs (core or otherwise) and seek out funding streams to meet these needs
- To devise, lead and project manage events and activities in support of broader philanthropy services and business development objectives (this will include regular travel across Wales)
- To deliver presentations, speeches and reports in a number of formats for a wide range of audiences
- In liaison with policy & communications department, produce appropriate and relevant , marketing and fundraising material
- To contribute fully to the WRC core strategies, leading on managing and developing the business development plan
- To contribute to the development and implementation of effective administration systems that record, and capture outputs and outcomes achieved, supporting a culture where lessons learned are captured and fed into future bids to bridge identified gaps in service provision, and to aid policy influencing and campaigning
- To quality assure all bids prior to submission, providing feedback and challenge To build a knowledge base of the markets in which the Welsh Refugee Council operates, including the capabilities of current services that can be referenced in bids
- To build an understanding of the political landscape, the industry, competitor providers and policy developments pertinent to WRC's markets and use this understanding to inform bids
- To research and present data pertinent to a particular bid to support the design of the new service proposal solution
- To work as an effective ambassador for the WRC in Wales and the UK, networking in a variety of forums
- To maintain an up to date register of the organisation's policies and procedures, ensuring the electronic documents are easily accessible in a central location
- To undertake any other appropriate duties as required.

## **PERSON SPECIFICATION**

All experience may be paid or voluntary, full or part-time, in the UK or overseas.

Candidates will be short-listed on the following specifications and should write about each of them in the application form. In completing the application please give specific examples. For example do not simply say "I have an inquisitive mind"; you should explain, by way of examples, when and how you have demonstrated this.

### **Experience, Skills, Understanding and Knowledge**

#### **1. Experience**

- 1.1 Demonstrable experience of preparing successful funding applications and tenders (Essential)
- 1.2 Demonstrable experience of building relationships with stakeholders (Essential)
- 1.3 Experience of providing project management support i.e. monitoring to ensure deadlines and milestones are met (Essential)
- 1.4 Experience of seeking out funding opportunities for identified funding needs from trusts and foundations and statutory funders (Essential)
- 1.5 Experience of setting up and running administration systems (Essential)
- 1.6 Experience of organising fundraising and income generation events (Desirable)
- 1.7 Experience of working to and exceeding a fundraising target (Desirable)
- 1.8 Experience of delivering presentations (Desirable)
- 1.9 Experience of creating marketing collateral (Desirable)

#### **2. Skills, Knowledge and Ability**

- 2.1 The ability to communicate with people at many levels, both face to face, via telephone and in writing (Essential)
- 2.2 Minimum of 5 GCSEs (or equivalent) including English and Maths, PLUS further education (A level, HND or equivalent) (Essential)
- 2.3 Good IT skills: Outlook, Word, Excel, internet (Essential)
- 2.4 A good understanding of the project development cycle, measuring impact and outcomes (Essential)
- 2.5 Outstanding time management skills and the ability to prioritise competing needs, multiple projects and deadlines (Essential)
- 2.6 A good understanding of refugee and asylum seekers' issues and needs (Desirable)
- 2.7 An awareness of support currently available to refugees and asylum seekers in Wales (Desirable)
- 2.8 Knowledge and understanding of equal opportunity and diversity issues (Desirable)

#### **3. Personal Characteristics**

- 3.1 Empathy with the experiences of refugees and asylum seekers (Essential)
- 3.2 Meticulous attention to detail (Essential)
- 3.3 Strong administration skills (Essential)
- 3.4 A desire for evaluation and continuous learning (Essential)
- 3.5 An analytical and inquisitive mind (Essential)
- 3.6 Well organised with the ability to work under pressure and prioritise workload (Essential)

3.7 The ability and willingness to travel with occasional overnight stay away from home (Essential).