

Job Description

Job Title:	Head of Business Development
Reports to:	Chief Executive Officer
Location:	1 Northleigh House, Thorverton Road, Exeter, EX2 8HF
Working hours:	36.25 hours per week (1 fte)
Salary:	SCP 42 £46,654

Job Purpose:

To work in close partnership with the Chief Executive, as part of the Executive Team and to help to steer Devon Communities Together in achieving its Vision and Mission statements and Key Strategic Aims.

To generate sufficient revenue to cover the overall cost of the post and contribute significantly to the financial stability of the organisation.

To contribute to the development and implementation of the Strategic Plan and Business Development Strategy

To build the capacity of entrepreneurs and communities to develop viable enterprises and collaborative solutions to local needs, directly through the provision of tailored information, support and training.

To deputise for the Chief Executive during periods of absence, and in relation to specific matters as delegated from time to time by the Chief Executive, ensuring a consistency of approach and decisions which align with organisational objectives.

Principle Duties and Responsibilities:

Develop and drive the Business Development Strategy, as a member of the Executive Team.

Maintain a strong pipeline of business opportunities, writing and submitting significant high-quality bids on a regular basis.

Ensure that DCT contract bidding, and grant application processes make the most effective use of strategic partnerships and co-design and co-production approaches.

Ensure we give confidence to our commissioners, funders, strategic partners and wider stakeholders around our performance whilst engaging staff in contributing to our ongoing development.

Increase DCT's capacity to provide specialist support and training services for town & parish councils, housing developers and providers, community groups, charities and social enterprises across Devon.

Improve DCT's Community Infrastructure market position and reputation as a trusted provider of specialist community development and engagement services.

Improve DCT's financial sustainability status by increasing the proportion of independent trading activity revenue within our portfolio of income generation activities.

Manage internal business development systems, information and digital functions to support the delivery of excellent quality funding bids and business development organisational track record.

As a member of the Executive Management Team, act as a role model for DCT values and provide high quality and visible leadership to all staff.

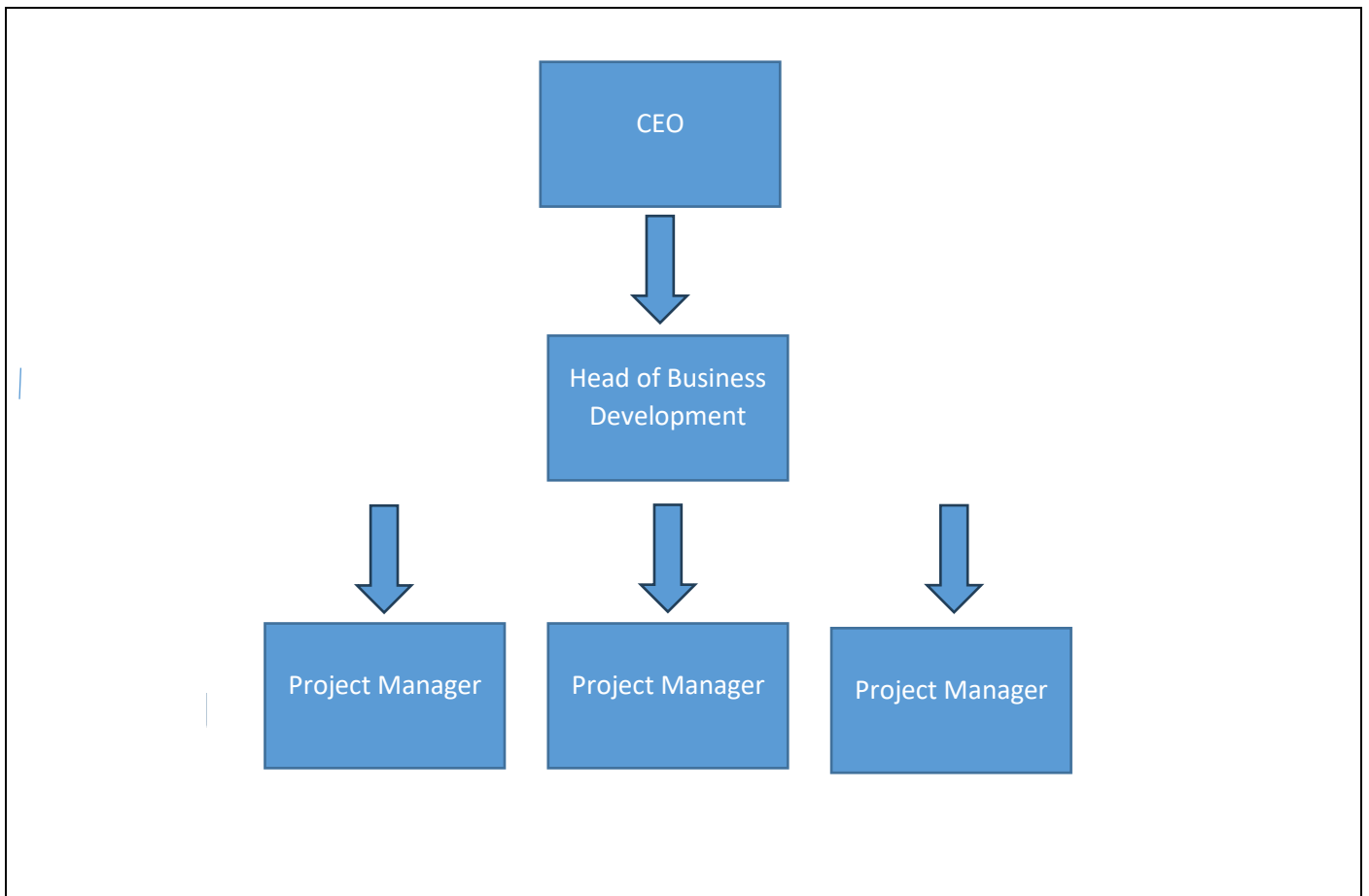
The Funding Development Manager will:

1. Lead on the organisational Business Development Strategy and take responsibility for the updating and implementation of the Strategy and the maintenance of a robust Business Development Pipeline.
2. Develop and write bids and funding applications, such as grant applications and competitive tender responses to procurement exercises.
3. Keep abreast of opportunities for securing contract and grant income through horizon scanning and identify appropriate opportunities for development, identifying resource implications, income potential and likelihood of success.
4. As part of the Executive Management Team, take collective responsibility for the operational activity of the organisation, which includes the delivery of quality, efficiency and productivity targets.
5. Work with the Chief Executive to develop and sustain appropriate strategic partnerships, community led collaborations and consortia with key partners from the community public, private and social purpose sectors that lead to the development of business opportunities.
6. Use knowledge and understanding of the national and local policy and strategy external environment to inform business development, to influence potential commissioners and where appropriate to assist in the co-design of services.
7. Promote and advise on the development of the social enterprise model as an appropriate business model for the provision of sustainable local services and jobs, and for enabling community wealth building, social inclusion and cohesion.
8. Take Lead responsibility for the management of the organisational Risk Register.
9. Chair the Staff Business Development Group, which acts as a sounding board for new ideas to maintain a project development pipeline.

10. Advocate for Devon Communities Together and influence agendas in order to enable Devon Communities Together to play a key role in the development of local asset based rural community development services and initiatives.
11. Evaluate all funding applications submitted, both successful and unsuccessful and ensure future practice is guided by lessons learned.
12. On the successful award of a contract or grant, oversee the procurement process and work with the Operational Manager and operational staff to ensure a smooth handover into service delivery.
13. Other Duties: Attend quarterly meetings of the Board of Trustees and present the Business Development Report and other reports as required. Attend Executive Team meetings, staff or other meetings as required and deputise for the Chief Executive and undertake any other duties relevant to the job purpose as requested.

In delivery of these functions, the post holder will directly line manage a number of staff

Executive Management Team Structure:



Person Specification:

Attribute	Essential	Desirable	Method of Assessment
Management	Line management responsibility Ability to work on own, managing your time to meet deadlines		Application form / References / Interview /
Experience	<ul style="list-style-type: none"> • Significant and relevant proven track record of securing grant funding, winning new contracts and developing new sources of income. • Track record of successful bid development including large funding bids of £250,000 plus • Record of building successful partnerships for collaborative bidding and delivery. • Experience of working at a senior management level within a similar organisation. • Experience of project management - managing staff/budgets/ impact evaluation. 	<ul style="list-style-type: none"> • Knowledge of Theory of Change/ Logic Model impact evaluation systems • Experience of working within the voluntary/community sector • Experience of strategic collaborative working with both public sector and voluntary & community sector communities/organisations across Devon • Experience of Community -Led research and programme development initiatives • Knowledge of Rural Housing Services • Knowledge of Community Owned Assets and Community Wealth Building 	Application Form Interview/ References
Practical Skills	<ul style="list-style-type: none"> • High level of written communication • Experience of Dynamics or similar CRM systems • Experience of using digital tools effectively to support fundraising, bid writing, donor research, reporting, 	<ul style="list-style-type: none"> • Ability to use IT design software to develop visually appealing documents • Experience using AI-powered tools (e.g., ChatGPT, Microsoft Copilot, Gemini) to support research, 	Application Form/ Interview/ Practical Test

	<p>and stakeholder engagement.</p> <ul style="list-style-type: none"> • Understanding of data protection, confidentiality, and ethical considerations when using digital technologies. • Excellent time management • Ability to build good relationships • Excellent verbal communication and negotiation skills • Proven leadership experience and ability to motivate others. • Ability to present clearly to a variety of audiences - use of appropriate aids and technology. 	<p>funding prospect identification, bid development, content drafting, data analysis, and administrative efficiency.</p> <ul style="list-style-type: none"> • Ability to critically review, fact-check, and edit AI-generated content to ensure accuracy, compliance, and alignment with organisational values. • Facilitating/chairing meetings - scheduling meetings • Marketing & Communication Skills • Monitoring, Evaluation & Impact Assessment • Practical delivery of training and of community involvement and consultation processes. • Good local knowledge of Devon including issues for communities living in rural Devon. • Developing and sustaining networks and partnerships. 	
Strategic Thinking	<ul style="list-style-type: none"> • Excellent analytical skills able to interpret information, assess resource implications, cost versus benefit and percentage likelihood. • Knowledge and experience of national and local policy environment including an understanding of how local government, the health sector and other public agencies operate including 	<ul style="list-style-type: none"> • Developing/implementing fundraising strategies. • Developing/implementing resource management strategies • Strategic partnership development 	Application Form/ Interview

	their strategic objectives and current challenges.		
Education and Training	<ul style="list-style-type: none"> • Educated to degree level and/or holding a recognised business qualification • IT literate to a high level in Microsoft Office software packages. 	<ul style="list-style-type: none"> • Formal Charity Fundraising qualification • SFEDI social enterprise business advisor accreditation or ILM level 5 certificate of Social Enterprise Support accreditation or equivalent qualification and/or experience • Formal Project Management qualification • Formal ICT qualification 	Application Form/ Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Detailed working knowledge of charity funding bodies at both national & local levels • Experience and knowledge of commissioning and public sector procurement processes • Knowledge of the voluntary and community sector within Devon so that partnership opportunities can be secured and strengthened. • Knowledge of Asset -based Community Development • Knowledge of the challenges facing communities across Devon and the opportunities this presents to build strong, resilient, communities. • Knowledge and experience of Theory of Change and Social Value based Impact Evaluation Systems 	<ul style="list-style-type: none"> • Knowledge of Design Led Methodology • Knowledge of local government neighbourhood & community engagement & planning processes • Experience in data management and analysis • Rural community development experience. • Delivery of business advice (to small businesses and or social enterprises). • Community Asset Development (e.g. supporting asset transfer) • Working within the voluntary, community, social enterprise sector • Managing/supervising project staff 	Application Form/ Interview

<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Ability to think creatively, to identify new areas of opportunity. • Energetic and self-motivated, able to take the initiative and drive activity. • A completer/finisher • Highly organised and able to manage competing priorities. • Meticulous - to ensure error free, high-quality work. • Excellent Team Worker able to work across different teams of Trustees / Executive and Staff Teams. • Calm, flexible and able to work under pressure. • Persuasive - able to gain the co-operation of others. • Good listener - inviting, welcoming and responding positively to feedback. • Able to work flexible hours to help meet critical deadlines • Able to present a professional image as an ambassador for the organisation. 	<ul style="list-style-type: none"> • Excellent communication skills with press/media 	<p>Application Form/ Interview</p>
<p>Equality, Diversity & Inclusion</p>	<ul style="list-style-type: none"> • Understanding of and commitment to the principles of equality, diversity and inclusion. 		<p>Application Form/ Interview</p>