

**JOB DESCRIPTION**

**TITLE** Business Development Officer

**REPORTING TO** Finance & Office Manager

**SALARY** NJC Scale Pts 15 – 17 (currently £27,803 - £ 28,770)

**TERM** This is a fixed term contract for 2 years. There is potential for extending the term but this is not guaranteed.

**HOURS** 14 Hours per week.

**LOCATION** Children in Northern Ireland, Unit 9, Montgomery Road, BT6 9HL, Belfast. Home working is possible, but at least 1 day per week must be worked from the CiNI Office.

**CINI VISION** Our vision is to make Northern Ireland a society where all children are valued, treated fairly and are able to flourish.

**JOB PURPOSE** This is a pivotal role in a busy staff team. The Business Development Officer will work with Senior Management to identify and develop new business and funding opportunities, to enable CiNI to meet its charitable objectives and ensure sustainable income for the organisation.

 **KEY TASKS:**

* To gain a full understanding of all areas of CiNI’s work to identify and develop new opportunities.
* Work closely with the Finance Manager to evaluate the long-term funding requirements and sustainability of the organisation.
* Support the CEO and Board in the development and implementation of organisational income generation and growth strategies.
* Take responsibility for identifying and developing significant additional sources of funding to support the work, development and sustainability of the organisation.
* Research and identify new business opportunities - including new markets, growth areas, trends, customers, partnerships, products and services - or new ways of reaching existing markets.
* To lead on the preparation, drafting and submission of all funding applications/bids/proposals.
* To agree fundraising targets and timeframes with senior management team and create annual plans for development and delivery.
* To develop and build positive relationships with a range of stakeholders.
* Lead on the completion of monitoring reports to funders as required.
* Build and maintain close links with other departments of CiNI and staff to identify funding needs/opportunities.
* Promote the Charity’s work, assisting with presentations and in fundraising and awareness events as appropriate.

**Other tasks**

* To attend staff meetings as required.
* To be available for support, supervision and appraisal as required.
* Attend relevant in-service training as appropriate.
* Any other duties as required.