

**JOB DESCRIPTION**

**Job Title:** Corporate Development and Funding Director

**Department:** Major Programmes

**Responsible to:** Joint Interim Chief Executive Officer

**Location:** Based at NCVS 7 Mansfield Road, Nottingham NG1 3FB but with travel as and when required

**Hours:** 37.5 hours a week to include evenings and weekends as required to fulfil requirements of the post.

**Salary:** Circa £60,000 per annum

**Job Purpose**

* To be responsible for effective and timely commercial development across the Association
* To be responsible for developing and nurturing strong corporate relationships that provide volunteers, adopt the YMCA cause, provide financial gifts (cash or in kind) to the YMCA and connect their workforce with the YMCA’s programmes increasing membership and engagement
* To proactively lead, explore and secure commercial development opportunities that support the growth trajectory and ambition of the Association
* To actively seek and optimise grant and corporate funding opportunities
* To be responsible for a Corporate Volunteering Scheme, helping to raise the profile of the Association externally and creating positive opportunities for local people
* To be responsible for the design and implementation of all marketing plans, branding strategies and targeted campaigns in partnership with departmental managers
* To influence and align with public policy
* To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

**Principal Responsibilities**

1. To form strong collaborations with local businesses and delivery partners providing conduits to engaging their workforce, creating corporate volunteering opportunities with the Association
2. To work in partnership with managers to ensure the YMCA is adopting a market orientated approach and its reputation and visibility is maximised

3 To provide leadership and management to the Corporate Development and Funding team

4 To ensure grant and funding opportunities are fully utilised, by aligning them with programme design, full cost recovery and the YMCA’s mission, vision and strategy

5 To develop strong relationships with key stakeholders through a variety of methods including networking, annual events and communication strategies

6 To use knowledge of the market and competitors to identify and develop the Association's commercial development opportunities

7 To lead, develop and implement funding and communication strategies that are aligned to our strategic and departmental plans

8 To develop a corporate approach to be mutually beneficial volunteering across the Association, increasing opportunities for local people

9 To ensure that commercial development activity is undertaken in a timely manner and delivered within budget, working with internal and external partners as necessary

10 To drive and facilitate the community giving and annual scholarship campaign

11 Facilitate alignment of the YMCA strategic intent with large funding bodies and nurture relationships with individuals, foundations and trusts to build legacies and endowments

12 To stay appropriately networked and keep abreast of trends, news, events and deadlines, so that all possible, new or enhanced opportunities are maximised

13 To work with the Interim Joint Chief Executive Officer and other Senior Officers to develop relevant, effective strategies for the Association

14 To support and facilitate research projects measuring social value and change, economic return and social impact

15 To play an active role in the Senior Leadership Team of the Association.

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

 To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility: TBC**

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting.**

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| ***Area*** | ***Criteria*** | ***How Assessed\**** |
| **Experience** | 1.1 Proven competence across the funding and commercial development field  | A. I |
| 1.2 Experience of leading and managing a team  | A, I |
| 1.3 Proven experience and competency in the delivery of grant and corporate funding models  | A, I |
| 1.4 Substantial experience working in a commercial development and / or marketing role  | A, I |
| 1.5 Experience of producing high-quality written reports/work for different audiences  | A, I |
| 1.6 Experience of project management of multiple projects to deadlines simultaneously  | A, I |
| 1.7 Experience of high-level stakeholder management  | A, I |
| 1.8 Proven experience of actively seeking out new opportunities  |  |
| 1.9 Experience of delivering complex projects, in line with project management principles  |  |
| **Knowledge** | 2.1 An understanding of the issues involved in developing effective partnerships, and a good understanding of the challenges facing third sector organisations  | I |
| 2.2 An understanding of the context of homelessness, health and leisure, young people, residential care and social enterprise and media (desirable) | A, I |
| **Education/ Training / Qualifications** | 3.1 Management and/or Leadership qualification/training (desirable) | A, D |
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| **Skills & Abilities** | 4.1 Excellent verbal and written communication skills with the ability to communicate professionally and act as an ambassador for the Association to a wide range of audiences and stakeholders | A, I, T |
| 4.2 Ability to initiate, facilitate, engage and manage excellent working relationships with internal and external partners and funders  | A, I |
| 4.3 Ability to research, develop and implement fresh approaches and innovate as appropriate | A, I |
| 4.4 Ability to manage and write effective funding applications | I, T |
| 4.5 Ability to communicate a vision, lead, engage and motivate effectively and professionally | I |
| 4.6 Good business acumen with the ability to learn quickly, absorb information, multi task, prioritise and make effective decisions and strategies  | A |
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| **Other work-related requirements** | 5.1 Willingness to ‘roll up sleeves’ and deliver hands-on help as part of a team. | I |
| 5.2 Ability to support the Christian core values of the Association | A, I |
| 5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds | A, I |
| 5.4 Ability to travel throughout the UK as and when required. | I, D |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc.

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children, young people and adults at risk*