

## **JOB DESCRIPTION**

<b>Job Title:</b>	Charity Development Manager
<b>Salary:</b>	£30,784 pro rata
<b>Status of Employee:</b>	Part-time
<b>Hours of Duty:</b>	21 hours per week
<b>Contract Duration:</b>	2 years
<b>Reporting To:</b>	CEO
<b>Special Working Conditions:</b>	Flexible hours

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<b>Closing Date:</b>	Monday 7 <sup>th</sup> October 2019
<b>Interview Date:</b>	Thursday 10 <sup>th</sup> October 2019
<b>Interview location:</b>	Liverpool

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## **HOW TO APPLY**

If the chance to work for this exciting charity appeals to you, send a CV and tailored covering letter outlining your suitability for the role to the following email: [ayla.mdvs@gmail.com](mailto:ayla.mdvs@gmail.com)

You are advised to get in touch in advance of the closing date to give the charity time to consider your application.

If you would like an informal discussion about this opportunity, please contact; Ayla Nasuh on 07802 722 703

## **PURPOSE AND OBJECTIVES OF THE JOB:**

Merseyside Domestic Violence Service, MDVS, requires the strategic services of a dynamic and organised individual to operate under their own initiative as their **Charity Development Manager**. The role is essentially concerned with achieving financial growth, to strengthen our position in relation to long term sustainability. You will be responsible for developing long-term strategic goals including our fundraising strategy as well as identifying funding opportunities and seeking out areas of opportunity for growth in relation to marketing our services more widely. The successful individual will be an effective communicator and negotiator and have a good track record of producing successful applications for funding. You will understand the Voluntary sector and the challenges faced by small charities and possess the skills and ability we are seeking to overcome these challenges.

You will be expected to regularly liaise with the CEO, providing feedback and progress reports and to report to the Board of Trustees as required.

## **THE PRINCIPAL DUTIES OF THE POSTHOLDER WILL BE:**

- Fundraising, including meeting all fundraising strategy targets, deadlines and income projections
- Data analysis
- Quality assurance
- Ability to work as part of a team to achieve organizational objective

## **To be an effective Business Development Manager at Merseyside Domestic Violence Service you must be:**

- Socially adept
- Good with numbers
- Able to contribute effectively to quality leadership and direction of the Charity

**The skills you need to excel in this position include:**

- Strong communication and IT fluency
- Creative talents and the ability to solve tough problems
- In-depth knowledge of the Voluntary sector and its current challenges
- The ability to handle pressure and meet deadlines
- Skill in prioritizing and triaging obligations
- Attention to detail
- Excellent time management and organization

**General Responsibilities:**

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility
- The above duties will involve having access to information of a confidential nature, which will be covered by GDPR. Confidentiality must be maintained at all times
- To be responsible for health/safety and welfare of self and others whilst at work
- The postholder must be flexible to ensure the operational needs of the Charity are met. This includes the undertaking of duties of a similar nature and responsibility as and when required
- To promote the Charity's Equal Opportunity Employment Policy
- The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees in accordance with legislation and the Charity's Safety Policy and Programme

MDVS may require staff to work flexibly out of normal working hours