



VODG (Voluntary Organisations Disability Group)

Head of Business Development Job description and person specification (Interim and secondments considered)

About VODG

VODG represents over 100 organisations within the voluntary sector whose work is focused on enabling disabled people of all ages to live the lives they choose. VODG believes that an ambitious, reliable and vibrant voluntary sector that works together is critical to achieving this aim.

VODG's mission is focused on two key areas – enabling its members to be the best they can and improving the environment in which its members operate. VODG believes that policymaking should centre around the views of disabled people and be influenced by professional expertise – and its members can provide lots of that!

Following a refresh of its corporate strategy and operating model, VODG is now seeking a special professional who can enable it to thrive into the future by ensuring its existing functions and funding are secure and seeking out new opportunities. Although VODG has many members, its central team is small, and the person appointed to this role will need to be able to deliver as a team of one, albeit with the support of colleagues working in the areas of membership services and public affairs, as well as the highly respected CEO.

Purpose of role

The Head of Development will:

- develop and deliver VODG's development strategy which aims to continue to deliver increased financial sustainability and an outstanding reputation
- ensure that VODG's day-to-day business functions are fit for purpose, efficient and effective
- work with the Head of Membership and Engagement to deliver a growth in membership which reflects the strategic plan
- ensure that VODG's income is diversified through the development of a strategic approach to commercialisation, project work and the engagement of investors (sponsors)
- regularly review VODG's approach to business and sector development in order to deliver sustained impact
- take personal responsibility for the delivery of projects and programmes.

Specific duties and responsibilities

Membership

1. Develop an understanding of and secure relationships with VODG's existing and potential members
2. Work with the Head of Membership and Engagement to deliver a growth in membership which reflects the strategic plan
3. Identify opportunities for VODG, and its members, to work together on sector development projects and programmes

Projects

4. Generate leads for new project opportunities and coordinate bidding activity
5. Project manage existing and new opportunities in collaboration with members and colleagues to ensure successful outcomes and meeting of targets
6. Oversee reporting on project activity at member, board and partner levels
7. Deliver projects and programmes, including research work

Investors

8. Review VODG's investor programme in line with the corporate strategy and ensure that it is sustainable into the future
9. Account manage our investor and other key strategic partnerships to ensure mutual benefit

Diversification and commercial activity

10. Develop, in conjunction with the CEO, a strategic approach to the further diversification of VODG's income streams
11. Seek and develop new partnership and commercial opportunities in a strategic and financially sustainable manner

Business continuity

12. Act as the first point of contact for incoming enquiries, including the day-to-day management of VODG's website
13. Maintain oversight of VODG's day-to-day contracted business functions and administration

General

14. As a senior manager within VODG, contribute to the leadership of the organisation, including supporting colleagues in other business functions to achieve their objectives
15. Ensure that VODG's business development activity is effectively integrated into and aligned with VODG's overall corporate strategy
16. Be responsible for a delegated budget for business development activity and ensure this is managed to achieve maximum impact
17. Be VODG's main point of contact for issues relating to data protection
18. Be alert to VODG's financial sustainability and work to develop funded workstreams or other commercial opportunities
19. Support the organisation of activities as part of VODG's annual calendar
20. Be a proactive and professional representative of VODG and its values at all times, including in relation to the prioritisation of your own responsibilities and professional development
21. Undertake such duties as may be deemed necessary by the CEO that are commensurate with the level of this post, including deputising for the CEO when required

This job description is not intended to be exhaustive, but rather to provide a framework within which you will work. It will be reviewed in consultation with you as necessary.

Person specification

Qualifications (essential)

- Degree or equivalent

Qualifications (desirable)

- Project management or other management qualification

Experience, skills and knowledge (essential)

- Significant experience of business development work
 - Generating leads for new opportunities
 - Bid writing
 - Account and stakeholder management, including managing sub-contractors
- Significant experience of project and budget management
 - Negotiation and stakeholder engagement
 - Project delivery
 - Report writing and meeting targets
- Creative approach to delivering financial sustainability
 - Experience of working with external funders and investors
 - Demonstrable commercial acumen
- Administrative and organisational capability
- Ability to work with senior colleagues in delivering a corporate strategy
 - Experience of working with senior figures within an organisation, including CEOs and trustees

Experience, skills and knowledge (desirable)

- Knowledge of issues relating to disabled people, social care and/or the voluntary sector
- Experience of undertaking research

Personal qualities (essential)

- Commitment to VODG's vision, mission, beliefs and values:
 - Ambitious – you will always want to secure the best outcomes for yourself and for VODG
 - Collaborative – you will get the best from others and form meaningful partnerships
 - Proactive – you will think laterally, plan ahead, be 'ahead of the curve' and always focus on solutions
 - Professional – you will be politically sensitive and represent yourself, VODG and its members in the best light at all times
 - Thoughtful – you will take time when it is appropriate, stay well informed and use evidence to make a case