



Age & Opportunity Business Development Manager Job Description

The Business Development manager is a senior strategic role that will report directly to the CEO of Age & Opportunity. The focus of the role will be to develop and deliver a programme of revenue generation through sponsorship, grants and the promotion of Age & Opportunity's training and consulting portfolio.

This is a fixed term full-time one year specified purpose contract and is offered at a salary of €40,000 - €50,000 per annum (dependent on experience and track record). The contract may be renewed subject to performance and funding.

Strategy, planning and reporting

- To develop an annual strategy to maximise income from a variety of sources to fund the work of Age & Opportunity.
- To work closely with the CEO to agree strategic priorities and targets and effectively manage the delivery of the revenue generation strategy.
- To provide annual financial forecasts and update these on a monthly basis, reflecting funds raised. To report monthly to the CEO on progress against specific activity and financial targets.

Sponsorship and Partnership Development

- To research and develop leads with prospective supporters and partners and build a network of interested organisations and companies.
- To develop bespoke presentations, including market research and data to build powerful and persuasive proposals based on the marketing objectives and the business needs of potential sponsors.
- To build excellent working relationships with colleagues across Age & Opportunity's Arts and Culture, Sport and Physical Activity and Active Citizenship and Lifelong Learning teams and ensure a thorough understanding of the different elements of Age & Opportunity's programmes.
- To creatively use marketing materials and sponsorship propositions to build and demonstrate innovative marketing partnerships around Age & Opportunity's portfolio of programmes.
- Develop innovative new programmes to engage donors, sponsors and supporters at different levels.

- Be the central point of contact internally and externally for all partner related activity and manage relationships with prospects, donors and funders on an ongoing basis.

Business Development

- To identify potential markets for Age & Opportunity's courses, consulting services and training programmes and work with the Active Citizenship and Lifelong Learning team to maximise these opportunities.
- To identify new business opportunities for Age & Opportunity to maximise return from its portfolio of offerings to local government and the private sector.

Friends and Supporters

- To build on the pilot Friends of Bealtaine and County Champions programme, put in place a year round marketing plan and deliver on new supporter targets.

Manage all Grant Applications

- Work with the senior management team to identify funding opportunities for trusts, foundations and government funders and create tailored proposals.
- Research and identify trust, foundation and statutory grant schemes that are relevant to Age & Opportunity and project manage the timely development and delivery of applications, working across the departments at Age & Opportunity to secure the necessary information for the proposals.

Other Responsibilities

- Commitment to the purpose of Age & Opportunity, and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.
- To actively participate in team and staff meetings and reviews / evaluations and to contribute to the development of policy and practice with your area of work and within Age & Opportunity as an organisation.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.
- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant to any health, safety and welfare risks in the workplace and bring any concerns to the attention of your line manager or Health and Safety representative.

- To contribute, as an active member of the team, to the development and support of other initiatives within the organisation
- To promote and represent Age & Opportunity on committees and at events as requested.
- To operate within agreed budgets seeking authorisation for expenditure and to be accountable for such expenditure authorised, and to ensure the appropriate coding of expenses.
- To follow the procedures outlined in Age & Opportunity's Staff Manual and procedures.
- To undertake any other tasks as may from time to time be requested.
- To provide written reports as requested.