

# Employers For Childcare

## Job Description

<b>Job Title:</b>	Business Development Executive
<b>Reporting to:</b>	Senior Marketing Executive
<b>Salary:</b>	£23398 - £24964 (NJC Scale 6)
<b>Contracted hours:</b>	Full-time
<b>Contract type:</b>	Permanent

### Main Responsibilities

The post holder will be responsible for leading on stakeholder engagement, exploring business development opportunities and new income streams.

### Specific Duties

- Lead on stakeholder engagement for the purposes of business development.
- Explore business development opportunities and generate ideas to develop new income streams.
- Identify and develop relationships with key corporate partners.
- Secure corporate support or sponsorship for elements of Employers For Childcare's charitable and Social Enterprise activities.
- Present proposals to key sponsors and partners as required and ensure that appropriate follow up takes place.
- Develop and implement a fundraising strategic plan to support existing and future work programmes.
- Research grant/funding opportunities, maintaining accurate summaries and ensuring information is kept up-to-date.
- Draft high quality grant funding bids in line with the requirements of potential funders and with reference to their published guidelines and communications.
- Support the development of programmes which are in line with government and business policies, and would meet our organisational objectives.
- Produce evaluation reports as required to those providing funding to the organisation.
- Regularly review success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
- Support the broader communication activities of the organisation, in line with the objectives of the marketing and communications team, including the generation of literature, communications collateral, event preparation, and representation of the organisation at relevant events and meetings.
- Promote and maintain the organisation's brand identity in line with brand guidelines.
- Identify possible awards and accreditation for the organisation to pursue and use these opportunities to raise the public profile of Employers For Childcare.

Employers For Childcare	Issue: 1.0	Page 1
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### **Communication, Personnel and Organisational Development**

- Secure comprehensive understanding of the aims and work of Employers For Childcare.
- Participate in photographic and media events as required to promote the organisation.
- Participate in events and meetings at times and venues required, including evenings and weekends, and travel as required to meet the needs of the organisation.
- Engage in prompt and full communication within your own team and across teams.
- Participate in and contribute to regular meetings, staff training and development activities on company services, operating systems, processes and procedures.
- Demonstrate a calm, pleasant manner and a flexible and cooperative approach at all times, treating clients and colleagues with courtesy and respect.
- Communicate with and influence a wide range of internal and external stakeholders.
- Work flexibly and across teams and organisational functions as required.
- Undertake any other reasonable duties appropriate to the achievement of the organisation's goals and targets.

### **Information Security**

- Comply with the organisation's Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality

**This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.**

Employers For Childcare	Issue: 1.0	Page 2
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