



Job Description

Title:	Funding and Development Manager
Responsible to:	Chief Executive Officer
Grade:	27- 32
Hours of work:	Full time- 37.5 hours per week
Annual Leave:	25 days a year
Salary:	£31,346 - £35,745
Contract:	Permanent

Equality and Diversity Statement:

RSACC services and trustee, employment and voluntary opportunities are open anyone who identifies as a woman. This is fully compliant with the Equality Act 2010 and the United Nations Convention on the Elimination of all forms of Discrimination Against Women and Girls. (CEDAW) RSACC's right to the recruitment of women employees only, has legal verification under the Sexual Discrimination Act 1975 section 7 (ii); amended in 1998 and 2008 and Schedule 9 Part 1 of the qualities Act 2010.

It is expected that all RSACC employees will be fully committed to the aims and objectives of RSACC and conduct themselves within the ethos of RSACC at all times.

Overview of Role

To work alongside the CEO to maximise RSACCs income and to develop new services to meet the needs of survivors in Darlington and County Durham. The role will lead RSACC's income generation activity, focusing both on traditional income sources including grants, contracts and fundraising, as well as developing new unrestricted income streams. The role will also involve deputising for the CEO as required.

Specific Duties

Business Development

- Develop RSACC's Business Development Strategy
- Lead and oversee the successful delivery of RSACC's Business Development Strategy, seeking to grow, diversify and strengthen the sustainability of the organisation's income base and funding streams.
- To understand and assess the commissioning environment, potential markets, partnerships and competitors
- Preparing and submitting funding applications and tendering bids, to potential funders, grant-making trusts, commissioning authorities and partners

- Explore and develop new sources of unrestricted income, including external training
- To develop relationships with partners, funders and commissioners

Fundraising and Communications

- Oversee and develop the organisations fundraising activity
- Keep up to date with fundraising trends particularly with regards to new legislation and regulations in the sector and ensure compliance at all levels of the organisation.
- Work to raise RSACC's profile by managing and developing RSACC's communication activity, including campaigning

Impact and Quality Monitoring

- Managing the organisation's internal and external impact monitoring and evaluation processes, including submitting monitoring information as required by grant funders and commissioners
- Manage a small team of staff who coordinate and input client data
- Managing and implementing internal quality monitoring and processes
- Managing and implementing processes to ensure survivors voices are used to shape service development
- Establish methods for gathering and sharing good practice, local intelligence and experiences across RSACC.

General;

- Be familiar with all aspects of the work of RSACC.
- Work flexibly as a member of the team and be responsive to changing needs.
- Be willing to undertake relevant training as required.
- Work within the policies and procedures of RSACC and demonstrate a commitment to the values and ethos of the centre.
- Maintain agreed levels of confidentiality.
- Undertake any other duties that fall within the nature of the role and responsibilities of the post holder.