



# Big Brothers Big Sisters of Christchurch

## Business Development Manager

<b>EMPLOYER:</b>	Big Brothers Big Sisters of Christchurch
<b>POSITION TITLE:</b>	Business Development Manager
<b>SERVICE:</b>	Delivery of a Mentoring Programme for young people in Christchurch.
<b>HOURS:</b>	30-40 hours a week
<b>REPORTS TO:</b>	Manager
<b>FUNCTIONAL RELATIONSHIPS:</b>	Community and business partners, donors, grant funders, volunteers, local schools, young people and their parents; local community recruitment and referral agencies
<b>DATE WRITTEN:</b>	Jun 2018

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# **PRINCIPAL OBJECTIVES OF THE POSITION**

The principle objective of the Mentoring Programme is to work alongside school and whanau to encourage healthy youth development by providing a mentoring service for individual young people aged 6-18 in Christchurch. The mentoring programme involves getting alongside individual young people that exhibit, particularly low self-esteem, personal, social/relational difficulties.

**PRIMARY OBJECTIVES:** To assist the manager in leading the organization with a particular emphasis on business development, strategic relationship management and sustainable fundraising - so more mentoring matches can be made.

- KEY ACCOUNTABILITIES:**
1. Manage current supporter database and develop new strategic relationships with businesses, corporates, donors and individuals - to aid the continued growth and sustainability of the mentoring programme.
  2. Management of fundraising through donations, grants, sponsorship, bequests and special events.
  3. Marketing, Communications and Brand Management.

	<b>KEY TASKS</b>	<b>OUTCOMES</b>
<b>1</b>	<b>SUPPORTER DATABASE</b>	<b>SUPPORTER DATABASE</b>
	a. Manage the current supporter database (Infoodle) b. Develop key strategic plans for growth of the database and securing more supporters c. Oversee all communications with donor/supporters	<ul style="list-style-type: none"> <li>• Donor/supporter information recorded accurately</li> <li>• Ongoing relationship and communications is managed accordingly</li> <li>• Required communications happen on time ie. newsletters, accountabilities, reports etc.</li> <li>• All donor/supporters thanked in a timely manner</li> </ul>
<b>2</b>	<b>FUNDRAISING AND INCOME GENERATION</b>	<b>FUNDRAISING AND INCOME GENERATION</b>

	<p>a. Develop, implement and complete the annual fundraising plan in line with strategy set by the trust board</p> <p>b. Manage grant funding programme and all community fundraising including general donations, regular giving, online giving, appeal, donor acquisition, the Entertainment Book, bequests and events</p> <p>c. Manage all corporate giving including charity of choice, sponsorship and payroll giving</p>	<ul style="list-style-type: none"> <li>• Take the lead in the development of the plan</li> <li>• Plan approved by management</li> <li>• All donor/supporters thanked in a timely manner</li> <li>• Compelling ask letters, proposals etc written</li> <li>• Manage annual fundraising events</li> <li>•</li> <li>• Securing key business, corporate and individual supporters to aid sustainable income for the organisation</li> </ul>
<b>3</b>	<b>MARKETING &amp; COMMUNICATION</b>	<b>MARKETING &amp; COMMUNICATION</b>
	<p>a. Develop, implement and complete the annual marketing &amp; communication plan in line with strategy set by the trust board</p> <p>b. Foster positive relationships with donors, funders, supporters and volunteers</p> <p>c. Review and update all collateral including brochures, business cards, letterhead and email signatures</p> <p>d. Ensure brand consistency across all communication internal and external</p> <p>e. Present to external groups about the work of BBBS Chch</p> <p>f. Produce and distribute regular media releases</p>	<ul style="list-style-type: none"> <li>• Take the lead in the development of the plan</li> <li>• Plan approved by management</li> <li>• Communications targeted to grow stakeholder engagement in particular an increase in donors</li> <li>• Produce a bi-annual newsletter</li> <li>• Ensure that our Facebook/social media activity is consistent and engaging, posting a minimum of 2-3 times per week</li> <li>• Produce a minimum of one media release per month.</li> <li>• Present to a minimum of one external group per month</li> </ul>
<b>4</b>	<b>PERSONAL &amp; PROFESSIONAL DEVELOPMENT</b>	<b>PERSONAL &amp; PROFESSIONAL DEVELOPMENT</b>
	<b>Personal supervision</b> by a qualified person – financed by the Trust.	Effective, appropriate supervision.
	<b>Keeping up to date with practice</b> Attending training as agreed with Manager	Ongoing evidence of professional and personal development.
	Develop and maintain own peer support and ensure appropriate time is given to personal study and refreshment	Appropriate, regular and helpful peer support maintained. Adequate refreshment achieved.
	Join Canterbury Youth Workers Collective (CYWC)	Active membership maintained or alternative association
<b>5</b>	<b>RELATIONSHIPS</b>	<b>RELATIONSHIPS</b>

	Maintain good relationships with Manager, other staff, and Trust members.	<ul style="list-style-type: none"> <li>•Regular supervision with Manager</li> <li>•Attendance at staff meetings as required</li> </ul>
	Maintain good relationships with Volunteers, young people, Schools and parents/caregivers.	Good working relationships are maintained.
	Establish, develop and maintain relationships with funders/donors/sponsors	Good working relationships are maintained.
<b>6</b>	<b>REPORTING AND ACCOUNTABILITY</b>	<b>REPORTING AND ACCOUNTABILITY</b>
	To be accountable to the Manager	<ul style="list-style-type: none"> <li>•Annual budget for marketing and fundraising submitted to the Manager for approval</li> <li>•Commentary provided monthly on progress and variations</li> <li>•To complete documentation prior to matching and caselog during the match</li> </ul>
	Undertake all activities in accordance and compliance with the Best Practice Guidelines, Contracts, Arrangements and Complaints Procedures of the Project, and the C.Y.W.C.'s Code of Ethics.	Adhere to guidelines.
	To seek approval from Trust Board for budget setting and any expenditure beyond a given amount.	Approval sought
<b>7</b>	<b>HEALTH AND SAFETY</b>	<b>HEALTH AND SAFETY</b>
	Take all practical steps to ensure personal safety and the safety of others (in particular – risk assessments for outings).	Safe work practices and equipment at all times. Appropriate risk assessment and managed carried out.
	Ensure personal work environment is safe and safety equipment is used when required.	Work environment maintained in safe condition, free of any potential hazards. Safety equipment used.
	Understand and fulfill health and safety responsibilities under the Health and Safety in Employment Act 1992.	Health and safety responsibilities under the Health and Safety Act understood and fulfilled conscientiously at all times.
	Understand and fulfill statutory requirements as an employee to report hazards, incidents or accidents to supervisors.	All hazards, incidents or accidents (either observed or experienced) reported within the same working day.
<b>9</b>	<b>GENERAL</b>	<b>GENERAL</b>
	Undertake such other related tasks and duties, as may be requested by the Trust Board from time to time.	Other related tasks and duties, which may be required from time to time, undertaken co-operatively.

<b>10</b>	<b>ADMINISTRATION</b>	<b>ADMINISTRATION</b>
	Undertake some administrative tasks as required by the manager.	Tasks completed within deadlines as defined by manager.

## IDEAL PERSON PROFILE

### A. Qualifications

- ◆ A relevant tertiary qualification and/or associated industry training is desirable

### B. Competencies and Skills

- ◆ Experience in leadership and working strategically
- ◆ Proven successful experience in development of business or a not for profit organisation
- ◆ fundraising activities and marketing/communications in a fast-paced environment.
- ◆ Successful experience in dealing with diverse groups and fostering positive relationships
- ◆ Understanding of and responsive to the values and priorities of Big Brothers Big Sisters of Christchurch, and in particular donors and clients.
- ◆ Proficiency with a variety of relevant IT applications – eg Microsoft Office suite, donor database software
- ◆ Understanding and empathy with the Maori perspective and show commitment to the principles of the Treaty of Waitangi and biculturalism
- ◆ Supportive of Big Brothers Big Sisters of Christchurch mission, ethos and goals.

### C. Personal Attributes

- ◆ Excellent communication skills both verbal and written.
  - ◆ A desire to achieve.
  - ◆ Well-organised, effective time manager
  - ◆ Show commitment to the aims of the team and work in a team environment.
  - ◆ Ability to meet deadlines and deliver a high quality product.
  - ◆ Creative, innovative and lateral thinker.
  - ◆ Conscientious attention to detail.
  - ◆ Resilient under stress
  - ◆ Ability to reflect on own performance and demonstrate commitment to personal professional development.
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