



Business Development Manager Job specification

Reports to:	CEO
Location:	Maidstone Offices, blended remote working
Hours:	Minimum 4 days a week, full time considered.
Salary:	£37,000 pro rata
Contract Type:	Full time / part time / hybrid / job share will be entertained. Fixed term 1 year (possibility of extension subject to funding)

About Mid Kent Mind

We believe in recognising people as unique individuals, not as a diagnosis or a label, and that empowerment is key in recovery and maintaining wellbeing. Mid Kent Mind work in the community to promote social inclusion for people who experience mental health problems. We strive to tackle stigma and discrimination through projects that promote a better understanding of mental health. We aim to ensure that the needs of each individual, who experiences a mental health problem, are met with the best possible support and outcome.

About the role

You will scope and track new and existing funding markets across Kent, write proposals and coordinate tender responses. Your key relationships will be with the service users, volunteers and colleagues at Mid Kent Mind and across the Mind network in England and Wales; commissioners, professionals across the wider social care arena; grant making bodies and trusts and funding partners drawn from the communities in which we serve.



Who you are

- You excel in your current field. You have the know-how and determination to demonstrate transferable skills in your application that relate to this role.
- You know about fundraising, grant funding, and income generation.
- You are a “people person”, excelling in building and maintaining meaningful relationships.
- You are an authentic and empathetic communicator with emotional intelligence, and able to speak confidently to individuals, partners and businesses, both face to face and online.
- You are experienced and confident in working within budgets and to targets.
- You have excellent administrative skills, attention to detail and are rigorous in your task management.
- You are proficient, accurate and eloquent in your writing.

What you will offer us

- You may already be at management level and know what it’s like to work in a small, and fast paced organisation.
- You will be familiar with meeting fundraising targets, and the thought of generating income for Mid Kent Mind’s service provision drives you.
- You are confident and seize networking opportunities, representing Mid Kent Mind at conferences, events, and partnership meetings.
- You will be confident with accurate data entry and working with a customer relationship management (CRM) system.
- You are positive and pride yourself on having a willing and ‘can do’ attitude.
- You will be a valued contributor to the management team and wider organisation.

Key responsibilities

- As our Business Development Manager you will be responsible for diversifying revenue streams, seeking grants, contracts, bids, and expanding services in order to ensure the impact and sustainability of the charity.
- You will be creating and implementing an income generation action plan and managing all areas of grant fundraising, including bid writing and tendering.
- Building strong relationships, internally and externally, is crucial to this role.



- You will line manage the Training Development Manager and seek to increase our revenue through training.
- You will be forming partnerships with organisations to enhance reach and resources.
- You will be collaborating closely with existing staff members and will be nurturing external relationships as well as managing a pipeline of opportunities to ensure growth and agility.
- You will be conducting market research to identify growth areas and tendering opportunities.
- You will be writing and presenting proposals and plans, guiding long-term objectives to meet the organisation's needs.

Review: this job description is subject to periodic review.

Mid Kent Mind will consider any reasonable adjustments required by applicants with a disability (as defined under the Equality Act 2010) who meet the requirements of the post to be invited to interview. We welcome applications from people with transferrable skills and qualities, and people with diverse employment histories and personal backgrounds and applicants with lived experience of mental illness.



Benefits

We're a charity and we're here to make a positive difference to lives and communities. You'll work with a passionate, knowledgeable, and dedicated team with a big heart.

Holidays

Staff receive 25 days annual leave a year, plus Bank Holidays. After 3 years' service this increases to 28 days annual leave and after 5 years' service 30 days annual leave (calculated pro rata for part-time staff).

3 days discretionary leave at Christmas

Learning

We're committed to supporting our staff with learning and professional development, so we offer opportunities for coaching, training and mentoring. Everyone, regardless of role, is offered free Mental Health Awareness and Suicide Prevention training.

Pension

If eligible you'll be auto enrolled into our pension scheme, and our contribution is based on 3% of your salary.

Employee Assistance Programme

Everyone can access our Employee Assistance Programme. It's confidential and includes 24/7 telephone advice, and a suite of online tools to help you stay happy and healthy.

Wellbeing Hour

Staff wellbeing is at our heart and all staff are given an hour once per month enabling them to boost their wellbeing.

Working Week

As part of our commitment to wellbeing and to provide a better work life balance, we have recently reduced our working week from 37.5 hours to 35 hours whilst maintaining staff salaries.