



Job Description: Business Development and Fundraising Manager

Location:	Orpington, Bromley and other locations as required (flexible working possible)
Salary:	£40,000
Hours:	Full time – 35 hours per week
Contract:	Permanent
Line management:	Fundraising Officer (15 hours per week) and fundraising volunteers
Reports to:	Chief Executive

Job Purpose

The Business Development and Fundraising Manager will lead on the development and delivery of fundraising and partnership income to ensure the long-term sustainability of the charity. The role combines strategic planning with hands-on implementation, covering corporate partnerships, individual giving, community, events and digital fundraising while providing day-to-day management and support to a part-time Fundraising Officer.

Key Responsibilities

Fundraising Strategy & Planning

- Develop and deliver a medium-term fundraising and income strategy aligned with organisational priorities.
- Prepare and manage annual fundraising and budgets, monitoring performance against targets.
- Deliver agreed income targets across a range of funding streams, in line with the annual budget.
- Manage funder relationships and ensure all reporting, monitoring and compliance requirements are met.

Corporate & Partnership Development

- Identify, develop and manage corporate partnerships that deliver sustainable income and wider organisational value.
- Support the CEO in the development of cross-sector partnerships (e.g. NHS, local government, charities and community sector organisations) with the aim of securing funded projects, service agreements or contracts.
- Represent The Maypole Project externally, building positive working relationships with funders, partners and stakeholders.

Line Management & Collaboration

- Provide line management and day-to-day support to the part-time Fundraising Officer (15 hours per week), including work planning, supervision and development.
- Support and coordinate fundraising volunteers where appropriate.
- Work collaboratively with colleagues across the organisation to ensure fundraising activity reflects service delivery, impact, and lived experience.

General Responsibilities

- Provide appropriate cover for the Chief Executive during periods of absence, including maintaining continuity of key external relationships and supporting time-sensitive decisions, within agreed delegated authority.
- Always act as a positive ambassador for the charity.
- Work in line with organisational policies, including safeguarding, equality, diversity and inclusion.
- Maintain accurate records using the charity's CRM and internal systems.
- Attend meetings, training and organisational events as required.

Person Specification

Business Development and Fundraising Manager

EXPERIENCE & KNOWLEDGE

Essential

- Experience of developing and managing a range of fundraising income streams including individual giving, corporate support, community, events and digital fundraising.
- Proven experience of meeting and/or exceeding fundraising targets.
- Proven ability to lead or contribute to business development activity in a charity context, including pipeline development, opportunity identification and conversion to income or funded activity.
- Experience of developing and managing relationships with external stakeholders, including funders, donors or partners.
- Experience of budgeting, income tracking or monitoring fundraising performance.
- Experience of line managing or supervising staff or volunteers.
- Experience working alongside service delivery teams and using data to demonstrate impact.
- Excellent written communication skills, with the ability to produce clear, compelling proposals and reports.
- Strong verbal communication and relationship-building skills, with the ability to engage a range of audiences across different sectors.
- Good organisational skills and the ability to prioritise competing demands effectively.
- Ability to work independently while also contributing positively to a small, collaborative team.
- A practical, solution-focused approach with good attention to detail.
- Confident use of IT systems, including Microsoft Office and databases.
- Ability to translate complex service delivery or partnership information into accessible narratives for funders and commissioners.
- Proactive, motivated and flexible, with high standards of professionalism, integrity and reliability, and strong alignment with the charity's mission and values.
- Empathetic and sensitive when working within a children's or health-related charity context, with a clear commitment to equality, diversity and inclusion.
- Strong commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to learn, reflect and adapt as the role develops.

Desirable

- An understanding of the importance of cross-sector partnerships (e.g. NHS, local government, charities and community sector organisations).
- Knowledge of grants fundraising.
- Experience using a CRM system (e.g. Beacon or similar).