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Description automatically generated **Job specification**

# **Job description**

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| Job title | Business Development Officer | | |
| Department/Team | Fundraising & Engagement | | |
| Job Family | PDD - Programme Delivery, Partnerships & Development | Job Code | PDD 049 |
| Reporting to | Fundraising Intelligence and Business Development Lead | | |
| No. of direct reports | None | Budget holder responsibility | N/A |
| Location | Flexible | | |
| Grade | 4 | | |

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| --- | --- | --- | --- |
| Contract type | 22 months renewed yearly based on performance | Hours | FT |

**Role purpose**

Conduct in-depth prospect research to support high value fundraising efforts, providing actionable intelligence to the fundraising teams of the charity to maximise the effectiveness and hit rate of our fundraising. With resources constrained this resource and more generally the proposed Fundraising Intelligence and Business Development team will help us to work smarter at a time competition for funding has never been greater.

Research could include prospects, funding opportunities, profiles on key supporters, audience segmentation, and other fundraising analysis including performance tracking, comparator analysis, due diligence checks, and consideration of new fundraising products and entry into new markets.

**Key responsibilities**

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| --- | --- |
| **Gathering and generating Fundraising intelligence and insight** | Gather and deploy fundraising Intelligence across our high-level funding teams ensuring a pipeline of quality prospects and support the teams on all their fundraising intelligence needs to ensure we fundraise effectively, reach our funding goals and sustainably fund our programmatic work.  Monitor agreed sources for funding opportunities (particularly for institutional and foundation donors) and undertake regular competitor and sector reviews to identify, qualify and deliver prospects to relevant teams within deadlines and intelligence needed to cultivate these. |
| **Data analysis and reporting** | Analyse data to identify trends and opportunities for fundraising, using Raisers Edge and external bench marking and research tools. Prepare reports and briefings for senior management and fundraising and marketing teams, presenting information clearly and effectively. |
| **Compliance with regulations** | Ensure that fundraising intelligence work and particularly profiling activities remain compliant with Data Protection Regulation and in line with Ripple Effect’s privacy policy. |
| **Annual activity planning** | Support the Head of Philanthropy & Partnerships with annual planning and reviews including taking a lead in scoping and setting priorities for fundraising intelligence. |
| **Project support new income projects** | Support projects related to new sources of funding, ensuring effective project management from start to completion. |

**Safeguarding**

At Ripple Effect, we are committed to creating a safe and rewarding environment for all of our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

**Person specification**

**Qualifications**

**Essential:**

Master’s degree & BA in social work and Business administration, Management, Agriculture, Economics, M&E, Development studies or other related field. Work experience 3 & 5 year respectively.

**Experience and knowledge**

**Essential:**

* **Business Development Expertise:** Extensive experience in business development, particularly in high-value fundraising and income generation across diverse markets.
* **Pipeline Management:** Proven track record in managing and maintaining high-value pipelines, including regular reporting and troubleshooting to ensure effective follow-up and engagement.
* **Market Exploration:** Experience in researching and identifying new business opportunities, with a focus on exploring new markets and sectors.
* **Networking and Relationship Building:** Strong ability to build and maintain relationships with key stakeholders, including networking with counterparts to identify collaborative opportunities.
* **Project Management:** Experience in supporting teams to build projects around new income opportunities, with robust project management and tracking skills.
* Managing large funding contracts from donors
* Developing funding proposals for institutional and other donors.
* Preparing and reporting against financial budgets
* Networking with donors and partners
* Use of data management systems and Microsoft Excel and word.
* Developing documents that demonstrate logical thinking and are interesting to read

**Desirable:**

* **International Experience:** Experience in international fundraising environments, with an understanding of global market dynamics.
* **Programmatic Insight:** Familiarity with programmatic information to enhance business development strategies and decision-making.
* Experience of Share point and team, or similar databases including data entry and creating reports.
* Experience in the use of Power-point for presentations
* Experience in the development and use of logical frameworks for project planning
* Experience in NGO work.
* Experience of project proposal writing and fund raising
* Community development experience
* **Skills and attributes**

**Essential:**

* **Strategic Thinking:** Ability to identify and scope new opportunities, leveraging current corporate trends to drive business development.
* **Communication and Collaboration:** Excellent communication skills, with the ability to support teams in building pitches and proposals, acting as a hub of expertise on business development.
* **Adaptability:** Ability to manage multiple projects and priorities effectively, ensuring timely delivery and follow-up in a dynamic environment.
* **Team Support:** Strong collaborative skills to work within the Fundraising Intelligence and Business Development (FI and BD) Team, complementing the skills of the FIBD Lead and Prospect Researcher.
* **Problem Solving:** Innovative thinking to troubleshoot issues and improve processes related to business development and fundraising intelligence.
* Excellent communication skills – both written and verbal
* Strong interpersonal skills and the ability to work co-operatively in a team
* Ability to work to meet tight deadlines
* Highly organized and able to priorities workloads
* Good IT skills
* Ability to research, collate and summarize information from a wide range of sources
* Attention to detail and ability to follow guidelines
* Self-confident and personable
* Numerate and literate
* Results orientated
* Completer-finisher
* Flexible
* Understands the importance of confidentiality especially for data.
* Pro-active with the ability to work under minimal supervision
* Commitment to Ripple Effect’s mission.
* Commitment to uphold our values of integrity, accountability and compassion.
* Respect for Ripple Effect’s Christian background and ethos.

**Desirable:**

* **Cultural Awareness:** Sensitivity to diverse cultural contexts and the ability to work effectively in international settings

**Equal opportunities**

Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.

Updated: April 25

Evaluated: April 2025