

Aberdeen FC Community Trust Job Description

Name:	
Job Title:	Business Development and Partnership Manager
Line Manager:	Chief Executive Officer (CEO)
Line Manager for:	
Date Started:	
Overall Purpose of Job:	
<p>This is a key role within Aberdeen FC Community Trust to develop, drive and manage income generation significantly contributing towards the sustainability of the Trust's programme and project delivery.</p> <p>The role will develop and maintain management of key partnership and stakeholder relationships in order to both retain and attract new funding opportunities. The role will predominantly work within the corporate sector in support of the Trust's wide-ranging portfolio of work.</p> <p>The role will work with the Finance and Business Manager to ensure a financially sustainable funding portfolio for the business as it continues to evolve and grow.</p>	
Main Responsibilities/Description of Duties:	
<p>Corporate sponsorship and business development</p> <ul style="list-style-type: none"> Work to deliver and exceed income targets. Identify corporate partnership opportunities that match programme delivery. Work with Operations Manager and Finance and Business Manager, to develop new programming leading to income generation and growth locally, nationally. and potentially internationally. Having developed potential programming with Operations Manager, work closely with Finance and Business Manager, to ensure all proposals are fully costed. Promote AFCCT at internal and external events, presentations and conferences as required. Liaise with AFC Marketing, PR & Communications to promote AFCCT brand awareness. <p>Partnership & Relationship Management</p> <ul style="list-style-type: none"> Develop long term relationships, establishing clear contractual arrangements; ensuring their fulfilment and future renewal of funding. Design and maintain a partnership and relationship structure to track, manage and schedule quarterly, semi-annual and annual meetings for all stakeholders. Ensure timely reporting to all donors/sponsors in order to demonstrate the impact of their financial support. Work with the Operations Manager to ensure implementation of requirements to follow through on identified funding opportunities. Work closely with and successfully manage the relationship with the AFC Commercial Team. Provide detailed reporting for management and the AFCCT Board of Trustees. Deal with any general queries related to funding. 	

Person Specification: Experience/Qualifications/Training/Personal Qualities	
Essential: <ul style="list-style-type: none"> • Ability to build strong working relationships with a range of stakeholders and our team. • Proven track record of business development leading to significant income growth. • Ability to develop and maintain long term, trusted relationships with stakeholders. • Proven track record of delivering contractual arrangements including timely reporting of impact of funding. • Experience of preparing project plans, budgets along with clear, concise, engaging proposals. • Business, finance and funding knowledge. • Excellent interpersonal and communication skills. • Strong local networks. • Strong planning and organisational skills. • Flexible, enthusiastic and methodical approach. • Highly motivated, resourceful and skilled in managing busy workload. • Attention to detail and deadline driven. • Experience of working with confidential information. • Collaborative team-player. • Computer literate (Advanced level MS Word/Excel/Outlook/PowerPoint). • Full drivers licence. 	Desirable: <ul style="list-style-type: none"> • Sound knowledge of and current issues impacting voluntary sector. • Willingness to travel and attend meetings as appropriate in support of the role. • Understanding of fundraising regulations and charity law, including governance.
Signed by Employee:	Signed by Line Manager:
Date:	Date: