



Disability Does Not Mean Inability

Wood End Centre, Judge Heath Lane, Hayes, UB3 2PB

www.dash.org.uk

0208 848 8319

Reg. Charity No. 1093818, Reg. Company No. 4204456



JOB DESCRIPTION

Job Title:	Fundraising and Business Development Officer
Hours:	24 hrs per week
Rate of Pay	£15 per hour, one-year fixed term
Supervisor:	Chief Officer
Place of work:	Wood End Centre, Judge Heath Lane, Hayes, UB3 2PB
Contacts – Internal	DASH Trustees, staff and volunteers
Contacts – External	Council departments, community groups, health professionals, clients, families, wider public.

Key Tasks

- Seeking opportunities for growth by identifying new business opportunities, including new markets, new client groups, new partnerships, funders, corporate donors or new products and services to create sustainable income for our organisation.
- Building and maintaining relationships with key stakeholders and partners.
- Developing marketing and promotional materials to support business development including presentations and proposals.
- Setting up and the ongoing administration of an Alliance of DDPO's in Hillingdon, to enable partnership bids and representation on various Boards.
- Networking with voluntary sector partners.
- Contributing to creative discussions and decision making about the charity's future.

- Building new relationships with new client groups, gauging their needs and developing proposals to address these.
- Presenting findings/reports to CEO and Trustees.
- Encouraging other employees and potential funders to take part in growing the charity by showing enthusiasm for your work and maintaining a positive attitude.
- Networking with voluntary sector partners.
- Attending events.
- To attend training and being subject to supervision and appraisal.
- To attend staff meetings and other staff events where practicable.
- All staff are expected to work in a flexible way in order to meet the needs of the charity.
- To undertake any task commensurate with the post as requested by the Chief Officer.