

# JOB DESCRIPTION



<b>Job title:</b>	Business Development Executive
<b>Department:</b>	Fundraising
<b>Responsible to:</b>	Community Engagement Lead
<b>Grade:</b>	M1

## Job Purpose

We are seeking a dynamic and results-driven Business Development Executive to play a crucial role in driving corporate partnerships and securing new business opportunities to support the charity's income. The ideal candidate will have strong networking skills, a passion for charitable work, and the ability to create lasting partnerships with internal and external stakeholders.

## Main Duties and Responsibilities

### Corporate Fundraising & Partnerships

- Work with the Community Engagement Lead to develop and implement strategies to engage businesses and secure corporate sponsorships, donations, and partnerships.
- Create and manage a pipeline looking at different opportunities for corporate supporters and implementing excellent supporter journeys.
- Identify and approach potential corporate partners to establish long-term relationships.
- Manage existing corporate partnerships, ensuring continued engagement and support.
- Secure Corporate and Community sponsorship for Hospice-led events.
- Work collaboratively with wider members of the Income Generation Directorate to maximise opportunities e.g. Voluntary services, Retail, Individual Giving and Marcomms
- Secure Gift in Kind support.

### Relationship Building & Networking

- Cultivate strong relationships with local companies, business networks, and community stakeholders.
- Represent the hospice at business networking events, corporate meetings, and fundraising activities.

### Fundraising Campaigns & Events

- Develop corporate fundraising campaigns, sponsorship packages, and engagement opportunities.
- Support businesses in planning their own fundraising activities on behalf of the hospice.

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## Marketing & Communications

- Work with the marketing team to create compelling proposals, presentations, and promotional materials for corporate partners.
- Ensure recognition of corporate donors through social media, newsletters, and events.
- Maintain accurate records of corporate donations and partnership agreements.
- To actively support and promote the benefits of SMH to all our stakeholders.

## Reporting & Performance Tracking

- Set and monitor fundraising targets, providing regular reports on performance and impact.
- To ensure the Fundraising CRM is updated to a high standard of accuracy and all corporate fundraising activity is recorded.
- To agree annual donation budgets with the Head of Fundraising and Community Engagement Lead and produce financial and operational reports as appropriate.

## Application

- This role requires a great deal of flexibility, the post holder must be able to work to the needs of the Fundraising Department including evenings and weekends.
- To operate in a team-working environment, sensitive to both individual and organisational needs.

## General Responsibilities

- Work to maintain the values, vision and aims of St. Michael's Hospice.
- Additional Duties – In discussion with the line manager undertake work, as and when required, in support of St. Michael's Hospice as an organisation.
- Public Relations – Represent St. Michael's Hospice in the community and public domain as appropriate.
- Undertake all statutory and mandatory training, as required.
- Be conversant with and adhere to St. Michael's Hospice Policies and Procedures.
- This is an outline job description and may be subject to change, according to the needs of the service, in consultation with the post holder.
- Take responsibility for own personal safety and of others whilst at work. You will take appropriate action or report any concerns to address any health and safety issues that you or members of your team may be aware of.
- This job description is an outline of the role and responsibilities. From time to time, due to the needs of the service, we may ask you to flexibly undertake other duties that are

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consistent with your role and banding, including project work, internal job rotation and absence cover.

<b>Reviewed by:</b>	Sarah Shearman Head of Fundraising	<b>Date:</b>	03-2025
<b>Signed by employee:</b>		<b>Date:</b>	