

Community Development Finance Association



Head of Business Development

Job Description

Responsible to: CEO

Responsible for: Business Projects Manager, Membership Officer x 2, Associates

Salary: £55,000, on a full time basis (37.5 hours), 25 days annual leave

Core purpose:

- With CEO, to create new business streams for CDFA including fund development, public/private contracts and partnerships with banks
- To consolidate and strengthen the membership, through developing networks, driving performance improvement and developing strategic partnerships
- To lead development of new financial services, models of generating capital and pioneering links with other sectors

Key responsibilities:

- To develop and implement a membership strategy, that helps set and embed industry standards of quality, performance and innovation
- To oversee delivery of Change Matters (CM2), and to develop as fit for purpose this self accreditation resource for all CDFIs
- With the CEO, to create opportunities around the sourcing of new wholesale funds for CDFIs, and to conclude these deals
- To support and develop member networks, that foster peer support and development across all CDFIs
- To secure substantial new capital funds for CDFIs
- To generate sustainable revenue for CDFA
- To manage the membership and project team as a resource across the CDFA group
- Working as part of the leadership team, ensuring CDFA's ongoing strategic viability

Person Specification

Experience:

- Large scale public/service contract negotiation, ideally within a leadership role
- Development of new business ideas into profitable activities
- Substantial income generation from a diverse range of sources
- Staff management in a pressured, small office environment
- Relationship building/partnership across a broad range of stakeholders
- Strong communication, to different levels and to diverse audiences
- Budget setting and management, and delivering to tight deadlines

Abilities:

- Developing performance management and accreditation systems
- Managing and developing staff in way that encourages entrepreneurial flair with staff satisfaction
- Understanding of membership associations, and of driving change across a diverse membership
- Strong programme management skills including working through broad range of partners in the delivery of joint programmes of work

Core competencies (applicable to all CDFA staff):

- An understanding of, and empathy with the CDFI movement and its underpinning principles of social justice
- A strong commitment to working as part of a team
- A commitment to principles of diversity and equality
- Entrepreneurial flair and commitment to applying this in the shared pursuit of CDFA's vision
- Making best use of new technologies across all CDFA work areas