

**Job Description**

**Post: Senior Income Generation Executive – Full Time (37 hours per week)**

**Contract length: Permanent**

**Notice period: 1 month either side**

**Location: London but currently due to COVID-19 working from home**

**Reports To: Head of Income and Impact**

**Direct Reports: None**

**Key relationships: Community Services and Partnerships Department Staff; RSBC funders and potential funders**

**Our beliefs**

RSBC believes that every blind young person should have the chance to live life without limits.

By giving young people the essential skills to take control of their life, they can unleash their true potential.

**Our success depends on our values**

Underpinning all of RSBC’s work are values embedded in trust and excellence.

**TRUST:** Respect & accountability

**ENERGY:** Straight talking & constantly learning

**AMBITION**: Confronting reality & Driving results

**MOTIVATION:** Vision Impaired children and young people are our No 1 priority & solutions, not problems

**Primary Objectives**

To help transform RSBC’s restricted income generation and improve the quality, number and size of applications so we can achieve our £1m+ annual target.

To manage and develop a portfolio of new and existing trusts, statutory and institutional funders. To prepare and submit formal applications, for new and existing services.

**Key Tasks and Main Duties**

**Income Generation**

1. To take lead responsibility for the management and development of RSBC’s trust fundraising (including corporate foundations). The Trusts Lead will also be expected to contribute to statutory fundraising.
2. To share responsibility for the management and development of RSBC’s institutional fundraising with the other Senior Income Generation Executive (Statutory Lead).
3. To plan project manage and submit proposals to trusts, local authorities and other statutory funders (including CCGs) and institutions.
4. Ensure the delivery of income targets by identifying and applying to relevant funders in a timely and appropriate way, with well researched, high-quality funding applications.
5. Tailor applications to the needs and requirements of funders, ensuring that the most relevant approach is made.
6. Develop effective relationships with funders, ensuring high quality reporting, stewardship and account management.
7. To work to agreed targets, maintaining accurate records of approaches made, status of relationships and outcomes.
8. To liaise with service delivery staff to obtain the information required for applications and reports.
9. To contribute to the Funding and Impact Team and Community Services and Partnerships Department more broadly.
10. Carry out all duties and responsibilities in line with organisational policy, employment legislation and other best practice guidelines, demonstrating accountability to donors, supporters and volunteers and operating at all times with openness, honesty and transparency.
11. Ensure that equality and diversity is embedded in all activities
12. Ensure compliance with safeguarding policies and legislation and protect the welfare of service users and all other children and young people/vulnerable adults that have contact with the organisation.

This Job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified as such by the postholder’s line manager and advised to the postholder, then such additional duties shall form part of the requirements of this post.

Line Manager ………………………………………………….

Postholder ………………………………………………….

Date …………………………………………………..

**Person Specification**

## Educational or Professional Qualifications

Essential

Level 4 equivalent in Maths and English

Desirable

Educated to Degree Level

**Skills, Knowledge and Experience**

**Essential**

* Proven successful experience of soliciting, managing and securing trust and statutory donations.
* Thorough knowledge of the essential components of income generation including account management and stewardship, backed up by demonstrable experience of developing and maintaining relationships with a variety of funders.
* Excellent writing skills.
* Excellent interpersonal and presentation skills with the ability to translate RSBC’s cause into a variety of compelling propositions.
* Clear understanding of output and outcome monitoring processes.
* Evidence of working collaboratively across an organisation to gather data and information for proposals and reporting.
* To be emotionally intelligent and have the resilience to cope with rejection.
* Ability to multi-task effectively during busy periods.
* Excellent customer care skills.
* Proactive and self motivated.
* Excellent organisational skills.
* Strong user of Microsoft Office products including Excel, Word and Powerpoint.

**Desirable**

* Experience of working with customer databases.
* Experience of disability charities and/or children and young people’s charities.

**RSBC Right Stuff Competencies**

The Values of RSBC (Trust, Energy, Ambition and Motivation) will be delivered by our people continuously demonstrating the following Right Stuff behaviours.

|  |  |
| --- | --- |
| 1. **Trust** | **Rating** |
| I will live this value by:   * Being a proactive, honest and straight-forward communicator with colleagues at all levels in RSBC. * Resolving conflict by listening, being clear on my expectations and dealing tactfully with differences of opinion. * Being open and transparent in delivering information to all those who need to be informed while managing sensitive information appropriately. * Using honesty and appropriate disclosure with customers and other stakeholders. * Being accountable and responsible by acknowledging mistakes and committing to sharing my learning while taking corrective action. * Considering ethical issues before making a decision. |  |
| 1. **Energy** | |
| I live this value by:   * Always doing more than what is required of me just to get my job done. * Helping others in my team or in another part of the organisation because this will improve their impact and performance. * Confronting reality through questioning what I am doing and how I am doing it and making positive suggestions for improvement. * Contributing to the development of RSBC by making at least four positive suggestions to every one negative comment when dealing with my colleagues. * Looking to take on more responsibility than set out in my role because this will maximise the difference I can make in the lives of those we serve. |  |
| 1. **Ambition** | |
| I live this value by:   * Meeting and exceeding the targets set for me from time to time. * Constantly learning more about RSBC and undertaking the development required to maximise my usefulness to delivering our vision and mission. * Taking every opportunity I can to promote the work of RSBC. * Continuously pushing to be better on an individual, team or organisational level insofar as it is serving the needs of vision impaired children, young people and their families. |  |
| 1. **Motivation** | |
| I live this value by:   * Always honouring my commitments and expecting others to do the same thing. * Taking responsibility for me being a voice for those we serve and constantly reminding myself for why we are here. * Taking every opportunity to develop myself and my core competences. |  |