

Co-operative & Community Finance Job Description

Business Development Manager

Job Title: Business Development Manager
Location: Home-Based / Bristol / UK Wide
Hours: 35 per week
Salary: Local Government pay scale, Spinal Points 46 – 54 (£40,216 - £47,645)

Co-operative & Community Finance (CCF) is the trading name for Industrial Common Ownership Finance Limited (ICOF) which provides finance for worker co-operatives and community enterprises.

The task of the Business Development Manager is to increase our profile and generate revenue streams in ways which are consistent with our mission. The mission is to enable democratic ownership and control of enterprises through the provision of loans and investments. In addition to the tasks outlined below the Business Development Manager will be involved directly in our lending operation through appraisal of client applications.

There are four main development tasks:

- To increase our role in resourcing and providing funding for all forms of co-operatives, community owned enterprises, development trusts and employee owned companies. This will include increasing the capital available to lend and promoting our lending service and increasing deal flow.
- To build new and strengthen current relationships with the public, private and voluntary sectors in the UK.
- To promote ICOF services, in particular loan fund management, to the co-operative and social enterprise sector and to policy-making bodies at local, regional, and national levels.
- To build partnerships with other organisations to develop and deliver funding programmes for the whole sector.

In all tasks the Business Development Manager is jointly responsible to the Board, together with the Investment Manager and the Operations Manager for ensuring that the policies and strategies established by the Board are implemented. To this end, the holders of these three posts are expected to liaise closely with one another in relation to the key areas for which each bears primary operational responsibility. They are jointly responsible for developing and leading the staff team, encouraging and enabling all members of staff to contribute effectively and in a co-ordinated way to the work of ICOF.

Together, they are also expected to support the development of policy and strategy by the Board, making their knowledge and experience available, and carrying out and reporting on additional investigations as requested by the Board.

The staff team will hold regular face-to-face meetings, whose minutes will be circulated to staff, and to the members of the Management Committee.

Duties and responsibilities

1 Direction

- a) research and develop policy options and present these to the Board
- b) be responsible for the development of these policies
- c) together with the Investment Manager and Operations Manager be responsible for the joint development of a three-year rolling business plan, based on strategies and objectives developed with the Board
- d) work with the Board and staff, maintain a clear vision of the role and purpose of the organisation, and deliver this vision in practice

2 Promotion and Networking

The Business Development Manager will take primary responsibility for developing and maintaining ICOF's relations with co-operative and Social Economy sector networks, including local, regional and national support organisations, in order to maintain ICOF's reputation and profile, to promote ICOF's loan offers, and to establish a network of local contacts who can be called on to support borrowers.

The role will also necessitate the following:

- a) establish an active presence and reputation at a national, regional and local level in the private, public and voluntary sectors
- b) establish and maintain links with national co-operative and social enterprise forums and organisations
- c) develop and enter into partnerships with national and regional local players for the delivery of co-operative and community enterprise programmes
- d) continue to maintain and expand relations with co-operative and social enterprise networks including local, regional and national support organisations, in order to maintain reputation and profile and to promote the organisation's lending and fund management services
- e) to be primarily responsible for ICOF's service package, client relationships and market intelligence. The job involves acquiring information from, and making it available to, different groups and individuals, both inside and outside the organisation
- f) negotiate with government departments and other funding bodies at appropriate senior levels
- g) respond to consultations and proposals from both government and the sector

- h) represent ICOF on behalf of the Board at appropriate events
- i) develop with the Operations Manager a media and public relations plan and ensure its implementation

3 Marketing

The Business Development Manager, working with the Operations Manager will also take primary responsibility for carrying out or co-ordinating ICOF's marketing functions, and specifically:

- a) the preparation and production of the Newsletter and other ICOF publications
- b) the management of marketing budgets, both general and project-based
- c) reporting back to the Board on marketing activities and their results

The promotional responsibilities will cover all ICOF's current and potential markets and contracts being delivered, as will the developmental responsibilities of the Business Development Manager. Careful co-ordination will be required, in order to ensure efficient and coherent use of limited staff resources.

4 Finance

- a) identify fund-raising opportunities at a regional and national level
- b) initiate fund-raising partnerships
- c) influence policies and frameworks to ensure long term viability of funding
- d) work with other staff members to ensure that the terms and conditions of all contracts are fulfilled
- e) ensure that all funding applications are presented on time and that the required information and reports are provided to funders

5 Lending

Lending functions will include:

- a) responding to enquiries from potential borrowers
- b) appraisal of applications, within the framework of lending policy and strategy established by the Board
- c) completion of a standard appraisal report, and its circulation to the Investment Manager and credit committee and entry into ICOF's information system
- d) collective responsibility within the credit committee to the Board, for each of ICOF's lending decisions
- e) when a new loan is agreed and accepted, liaison with ICOF Head Office regarding loan release instructions and documentation

- f) liaise with the Financial Administrator in the collection of monitoring information in relation to the Business Development Manager's lending portfolio.

6 Staff supervision

6.1 It is intended that the Business Development Manager and the Investment Manager will work together as a team. Each will be largely autonomous, managing their own time and building individual relationships with the borrowers whose loans they manage. Traditional line management is not envisaged. However, the Investment Manager will have certain leadership, supervisory and training responsibilities for all those in the investment team including the Business Development Manager

6.2 Specifically, Business Development Manager will:

- a) establish overall lending priorities and targets for the investment team, in line with Board policy and strategy, and in consultation with other members of the team
- b) monitor workload and performance, in order to ensure that a high quality of service to ICOF's borrowers is maintained
- c) provide adequate training, through a programme of mentoring and counselling, and by ensuring that appropriate opportunities to develop knowledge, skills and experience are made available.

For personnel matters and staff support issues the Business Development Manager should report to the Operations Manager and/or Staff Trustee.

The Business Development Manager will, like all members of the ICOF staff team, keep a careful work record, to be submitted at the end of each month, as the basis for analysis of the way in which the staff resource is being applied.

7 Training

- a) in conjunction with the staff team arrange suitable training to enable staff to operate and make full use of ICOF's information systems and arrange any other ongoing training needs
- b) undertake on-going personal development.

8 Miscellaneous

- a) assist the Company Secretary in ensuring that ICOF complies with all statutory requirements
- b) develop, promote and implement the Equal Opportunities Policy throughout all duties and responsibilities.