



Position Title: Business Development Executive
Reporting To: Chief Executive
Hours: Monday to Friday, 21 hours per week
Salary: £26,000 to 27,000 FTE

The Disability Resource Centre is an award-winning charity helping people affected by disability or long-term health conditions. We are an independent organisation and a registered charity that has disabled people at the centre of its decision making.

Our vision: Empowering people of all ages who are affected by disability or health conditions to fulfil their potential and aspirations.

Our mission: The Disability Resource Centre is here so that disabled people and their families have somewhere to turn if they feel alone and need help in any situation. We want all disabled people, those with long term health conditions and their carers to know that we are here to support them.

We are proud to be a Disability Confident Employer

Are you looking for a first step into a business development role?

We are seeking a highly strategic and innovative thinker with superb writing and interpersonal skills to undertake this new role. The successful applicant will have graduated from university with a first degree. Experience working in research, marketing or communication is desirable and lived experience of disability is welcomed.

The ability to write funding applications, both for grants and contracts, is integral to the role. In addition to these skills, understanding of the project management cycle and project team leadership would be ideal.

The ideal candidate will have people skills and the ability to work at pace and a keen business acumen as a member of the revenue team.

Room 1, The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, MK45 1AH.
01582 470 900

www.drcbeds.org.uk

Registered Charity No 1041712. Company Limited by Guarantee No 2898000.

Responsibilities

- Horizon scanning for funding opportunities
- Initial scoping of opportunities
- Research and data analysis.
- Project team leading
- Bid management from storyboard to submission.
- Application writing (grant and contract)
- Linking with Operations Manager on quality assurance/compliance
- Stakeholder engagement leading to partnerships.
- Attend networking meetings physically or virtually as required.

General

- Undertake other tasks and responsibilities appropriate to the role, planned and ad hoc reports and as agreed with the CEO or Board
- Comply with the DRC Confidentiality and Data Protection Policy at all times.

The Person

- Self-motivated with the ability to confidently work on their own initiative in a fast-paced environment.
- Highly organised individual with excellent time management and multitasking skills and a helpful attitude
- Hardworking and flexible with the ability to work enthusiastically under pressure to meet deadlines.
- Competent in modern IT software and applications. Working knowledge of the MS Office package (Word, Excel) as well as email and able to learn our in-house systems.
- High fluency in English (both written and spoken) language.
- Solid grasp of sales including pricing
- The ability to learn quickly.

Desirable

- Previous experience of business development or bid writing.
- Experience of living with long term health conditions and or disability.
- Experience of working in a charity or health and social care