**Job Title: Events & Business Development Executive**

**Salary: £26,319 to £31,774 depending upon experience**

**Location: BLGC Sites and Community based**

**Reports to: Head of Fundraising**

**Contract: 12 month fixed term maternity cover**

**Hours: 35 hours per week agreed with manager**

**The Charity**

Bolton Lads & Girls Club (BLGC) is an innovative, dynamic and progressive children and young people’s charity based in Bolton. Established in 1889, our mission statement is “to enable children and young people, especially those from disadvantaged backgrounds, to live happier, healthier and positive lives by providing somewhere to go that's safe and modern, something to do that is inspiring and engaging, and someone to talk to when they need it the most”.

Open 51 weeks of the year, we provide a vast array of opportunities to improve the lives of our 4,000 active members through universal and targeted services. We employ around 100 people and have the support and commitment of 100 volunteers. Over the last few years we have seen the demand for our services increase significantly and we’ve set ourselves a target to help more young people than ever. It’s an exciting time to join BLGC, a recently accredited Great Place To Work!

**Our Vision and Mission**

**Vision**

Every young person in Bolton has the opportunity to be the best they can be.

**Mission**

We will provide great places to go, positive things to do, and people that care.

**Our Key Principles**

* Keep things simple.
* Always do the right thing.
* Offer excellent customer service.
* Provide an environment for people to be the best they can be.
* Be exceptional in the moments that matter.

**Our Values**

**Driven** **Caring**

We don’t give up and we do whatever it takes. Genuine people who care make the difference.

**Empowering Excellence**

We enable people to be the best they can be. We aim to deliver the highest standards of service and continuously improve through robust quality assurance and innovation.

**Fun**

If you enjoy what you do, you do it better! Work is

serious and we do it with a smile on our face.

**About the role**

You will work closely with the Head of Fundraising to maximise corporate fundraising income through corporate partnerships, providing excellent relationship management to existing patrons and supporters, maximising income generation from our events, whilst working to secure new financial support opportunities and reach financial targets.

**Main Responsibilities**

* Ensure the Events targets are achieved.
* Dual lead with Head of Fundraising on the Charity’s calendar of events, maximising their income potential and generation.
* Achieve a NB Target on Fundraising - assist in bringing in new Patrons and Supporters that will generate income for the Charity
* Develop a pipeline of proposals with the aim of cultivating new relationships to bring in new Bronze and Silver level Patrons.
* To network and generate new relationships, digitally and in-person
* Build up and then manage a portfolio of your new Patrons and business partnerships in order to maximise their support and income, and awareness of the Charity, including working to retention targets and development targets.
* Demonstrate ambition and innovation to your engagement strategy, including being creative and developing new ideas.
* Provide excellent Business Development, ensuring that you use all opportunities to ensure that patrons are communicated to through a contact strategy, for each, that they are thanked regularly and receive the very best stewardship possible and feel fully engaged and valued.
* Maintain accurate quality up to date records using agreed systems.
* Convey BLGCs message in a passionate and engaging way through all methods of communication.
* This is not a 9-5 post and will involve working some hours in the evenings and at weekends to meet the needs of the charity and the events calendar. Supporting internal and external patron and supporter events when required.
* To take responsibility for your own professional development.
* Thrive in a fast paced, ever changing environment with a passion and creativity for the task at hand
* To work as part of the Fundraising team and wider BLGC teams.
* Build key internal and external relationships to support the targets of the team.
* To understand and adhere to BLGC policies and procedures at all times with particular emphasis on equal opportunities, health and safety and safeguarding.
* To undertake any other work requested by your line manager.

**In addition, we will need the following:**

* Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
* Any reasonable adjustments we can make to assist you in your application for the selection process.
* In accordance with our Child Protection and Safeguarding procedures, this position requires an Enhanced DBS.
* Must have good quality home internet access and space to work remotely when required.
* Must be a driver and have access to own vehicle for business use.

**PERSON SPECIFICATION**

We are looking for an individual that has experience in a fast-paced environment, leading on and planning Events. Fundraising experience is preferred or other transferable experience, for instance in a sales background. They will be a great relationship-builder and have experience of building effective long-term relationships. The individual will be target driven, used to working towards KPI’s and thrive on prospecting, research, the ask and the success.

Experience in the not-for-profit sector is desirable, but not essential, and we welcome applications from those with a more diverse business development and sales background in other sectors also.