Head of Business Development and Growth

**Department:** Leadership Team | **Reports to:** CEO

**Salary range:** £37,000 – £39,000 (depending upon experience)

**Hours:** 37.5 hours per week | **Contract length:** 2-year fixed term | **Location:** Hybrid

# About MEC:

Middlesbrough Environment City (MEC), formed in 1992, is a charity based in Teesside, that prides itself on being at the heart of the community for over 30 years, well recognised and respected throughout the Tess Valley for its ongoing positive impact in the areas of environmentalism, sustainability, healthy eating and living and support of locally sourced food.

To support our continued growth and enhance our impact, we are seeking a passionate and experienced professional to help MEC secure funding and develop income streams that will drive our mission forward.

# About the role:

The Head of Business Development and Growth will be instrumental in helping the charity secure crucial funding and explore new avenues for generating income.

In this role, you will take ownership of the entire bid-writing process, crafting compelling proposals to win contracts, grants, and partnerships. Alongside this, you will actively seek out and foster new commercial opportunities, broadening the charity’s income sources.

The ideal candidate will blend strong writing abilities with a sharp business sense, ensuring the charity’s financial growth supports both its mission and long-term sustainability.

# Main Duties and Responsibilities:

* Lead the development, writing, and submission of high-quality bids and grant applications to secure funding from trusts, foundations, local authorities and other funding bodies.
* Collaborate with internal teams to gather information, data, and evidence to produce compelling narratives that align with funders' requirements and priorities.
* Conduct thorough research on funding opportunities and stay updated on relevant funding trends, policies, and guidelines.
* Ensure all bids are compliant with funder requirements and submitted within deadlines.
* Maintain and manage a bid library, ensuring the development of reusable content and best practices for future proposals.
* Monitor and report on the progress of submitted bids and proposals.

## Commercial Opportunities:

* With the support of the CEO, design and develop a long-term commercial strategy for MEC.
* Identify and develop new commercial income streams, including but not limited to corporate partnerships, sponsorship opportunities, social enterprise initiatives, and fee-for-service models.
* Build and manage relationships with any corporate partners, stakeholders, and other potential funding sources.
* Develop business cases and strategies for commercial opportunities that align with the charity's strategic objectives and mission.
* Work closely with the CEO to set revenue targets and create long-term growth plans for sustainable income.

## Stakeholder Management and Collaboration:

* Foster strong relationships with internal and external stakeholders, including funders, corporate partners, and community organisations.
* Act as a key point of contact for all funding-related communications and negotiations with prospective partners and funders.
* Lead or contribute to presentations, meetings, and pitches to potential funders and partners.

## Personal Specification – Essential Criteria:

* Previous experience working in a charity, social enterprise, or non-profit environment.
* Proven experience in bid writing, securing funding from trusts, foundations, or public sector bodies.
* Strong commercial awareness, with a track record of developing income-generating opportunities and partnerships.
* Exceptional writing and communication skills, with the ability to produce clear, compelling, and persuasive proposals.
* Excellent research and analytical skills, with the ability to interpret complex information and data.
* Strong organisational and time management skills, with the ability to work on multiple bids and projects simultaneously.
* Ability to work independently and collaboratively with teams across the organisation.
* Experience managing stakeholder relationships and influencing decision-makers.

**Key Attributes:**

* Proactive and results-oriented, with a strong drive to achieve funding and commercial targets.
* Strategic thinker, capable of identifying opportunities for growth and innovation.
* Excellent attention to detail, ensuring accuracy and quality in all written materials.
* Strong interpersonal skills, able to build positive relationships with funders, partners, and colleagues.

# ****Benefits:****

* Hybrid Working (3 days office / 2 days home)
* 26 Days Holiday + Bank Holidays
	+ Additional 4 days company leave over Christmas
* Paid Voluntary Leave (up to 3 days)