



Age & Opportunity Business Development Manager Person Specification

This person specification sets out the various criteria which are essential for the post and by which we will assess your application:

Education

A degree level qualification is essential. A degree in Business, Marketing or a related field would be an advantage. A Fundraising qualification is desirable but not essential.

Experience

- A minimum of three years proven track record of experience and achievement in devising and implementing a business relationship or prospect development programme, to include:
 - Planning and implementing business development or new business campaigns
 - Establishing, developing and managing strategic relationships
 - Planning and delivering corporate donations and / or sponsorship and /or cause related marketing and / or staff engagement initiatives
- Candidates with experience in the not-for-profit, arts and culture or commercial sectors will be considered.

Skills

- A proven track record of meeting financial targets.
- Proven experience of planning, managing and reporting on budgets and targets.
- Outstanding writing, communication and presentation skills with experience of creating compelling presentations and proposals.
- Be self-driven with the ability to motivate others to ambitious targets and strict deadlines.
- An ability to remain calm under pressure, and respond quickly to changing demands and demonstrate strong skill in prioritisation and time management.
- Display the highest levels of integrity, confidentiality and commitment.
- Display a positive, polite and friendly manner.
- Display a strong understanding of trends in ageing, of ageism and of the issues that older people in Ireland face, and also an understanding of Age & Opportunity's programmes, values, relationships and how they impact on Irish society.
- An ability to work flexibly according to the business requirements and be adaptable to changing circumstances.
- Demonstrable experience of contributing to the strategic planning process.
- Ability to lead cross-department initiatives and work as part of a team and also the ability to work independently and on own initiative.
- Strong organisational, analytical, numerical and problem solving skills.
- A good working knowledge of MS Office and CRM systems (ideally Salesforce).