* **Job Title:** Business Development Officer
* **Responsible to:** Chief Officer

# About the role

**Be Part of Something That Changes Lives**

At **Hamilton Citizens Advice Bureau (CAB)**, we believe that **everyone deserves access to free, impartial, and confidential advice**—no matter their background or circumstances. Every day, we support individuals and families facing financial hardship, employment issues, housing concerns, and other challenges. But to continue this vital work, we need **sustainable funding and strong partnerships**—and that’s where you come in.

We are looking for a **Business Development Officer** to drive our income generation efforts, strengthen relationships with funders and partners, and develop innovative ways to secure the future of our services.

If you are motivated by **creating opportunities, generating funding, and building a better future for local communities**, this is the role for you.

# Job description

**What you’ll be doing**

As **Business Development Officer**, you will play a key role in ensuring Hamilton CAB can grow and sustain its vital services. Your responsibilities will include:

**Income Generation & Fundraising**

* Researching and identifying funding opportunities (grants, sponsorships, donations, contracts etc) in line with the fundraising strategy/strategic goals of Hamilton CAB.
* Develop and maintain relationships with funders, ensuring excellent communication and reporting on the impact of funding.
* Write compelling funding bids and applications to secure grants and other financial support.

**Strategic Business Development**

* Identify **new income streams**, including corporate sponsorships, community fundraising, and service contracts.
* Work closely with the **CO and Board** to develop a sustainable funding strategy.
* Explore opportunities for **social enterprise and trading income** that align with our values and mission.

**Partnership & Stakeholder Engagement**

* Represent Hamilton CAB at network events, forums, and meetings to raise awareness of our work.
* Identify and establish strategic partnerships with other organisations, businesses, and community groups to enhance fundraising efforts and expand the reach of the organisation.
* Develop and implement marketing and communication strategies to promote fundraising initiatives and increase public awareness of the organisation's aims and activities.
* Collaborate with community groups, charities, and corporate partners to develop joint funding applications.

**Monitoring & Reporting**

* Track and evaluate the success of fundraising and business development activities.
* Prepare reports and updates for senior leadership and funders
* Ensure compliance with funding agreements and best practices in fundraising.

*The above job description is not exhaustive and is clarified to include broad duties inherent in the post as reasonable requested by the chief officer.*

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# Who we’re looking for

We value **skills, experience, and passion**—even if you don’t meet every requirement, we encourage you to apply if you believe you can make an impact.

**You might be a great fit if you:**

* Have experience in a role requiring **good organisational skills and discipline**, ideally in **fundraising, business development or income generation**
* Are confident in **writing successful funding bids**
* Enjoy **networking and building partnerships** with funders, businesses and stakeholders
* Have a strategic mindset and can **identify new opportunities for income growth**
* Share our commitment to the **CAB aims and principles**

**You might also have**

* A degree in Business or similar qualification, or relevant industry experience
* Prior experience of working within the third sector
* Experience of PR/Advertising

**The Hamilton Citizens Advice Bureau is committed to equal opportunities both in service provision and employment.**

**Charity number: SCO 07433**

**Charity name: Hamilton Citizens Advice Bureau**