



DEAF SPORTS & FOOTBALL FOUNDATION

*To encourage & promote the well-being of deaf people through sport*

## Operations Manager – Job Description

This document summarizes the purpose of the job and its key tasks. It may be varied from time to time at the discretion of the Board of Directors in consultation with the post holder.

<b>Job Title:</b>	Operations Manager (initially voluntary, later Consultancy)
<b>Accountable to:</b>	Board of Directors
<b>Supported by:</b>	Ken Carter, Graham Wingley & Martin Willis
<b>Hours of work:</b>	7 to 14 hours per week (to be agreed)
<b>Based at:</b>	At home and at DSFF office at the University of Reading
<b>Salary:</b>	Voluntary in first instance

### Key duties cover:

- Developing and delivering a strategy to achieve required levels of fundraising, according to agreed budget targets.
- Delivering these funds towards required needs; including core costs, existing project costs and new project initiatives.
- To develop a strategy and line of prospective grant funders, through different means, that enables a constant flow of grants and possibly bid writing.
- To manage the relationships with potential Funders including reporting requirements, and other forms of relationship building and strategies.
- To work closely with the Board of Directors to plan, deliver and report on fundraising grants and bids.
- Assisting the Board of Directors in developing a comprehensive fundraising programme with successful outcomes

### Key skills required:

- Highly effective written communication skills, capable of producing winning grants and bids.
- Capable of researching and creating a database of grant funders who are suitable to approach for funding
- Effective planner and very well organised.
- Excellent in keeping existing funder relationships, while developing new ones.
- Creative thinker and able to develop innovative ways in grants and bids fundraising.
- Excellent communication skills, and capable of involving and persuading grant makers and funders.
- Able to deliver compelling and effective presentations.
- Able to utilise statistics, numbers and research in compelling and exciting arguments
- Good numeracy and IT skills, able to understand budgets and how to cost out projects/bids.
- Excellent networker.
- Able to work independently and as part of a team

If you have had a similar Operations role or undertaken fund raising work in your previous employment and would like to utilise your skills to assist our deaf sports enterprise to develop and thus enable deaf people, of whatever age, to aspire and achieve in life, then we would be delighted to hear from you.

For further information, please contact: Ken Carter (Company Secretary of DSFF);

Telephone: Work: [01189 313240](tel:01189313240) Home: [01491 576281](tel:01491576281)

Email Address: [ken.carter25@gmail.com](mailto:ken.carter25@gmail.com) Website: [www.deafsportsfootballfoundation.org](http://www.deafsportsfootballfoundation.org)

Honorary Vice Presidents: Philip Brown

Trustee/Directors: Martin Willis (Chair); Ken Carter (Company Secretary); Sharon Hirshman & Chris Beech

Treasurer: David Hirshman:

Advisers: Chris Gwynn, Graham Wingley; Anthony B. Troy

Registered & Operational Address: Deaf Sports & Football Foundation, ITEC R & D Enterprises, Rooms E3 & E4 TOB1, Earley Gate, University of Reading, Whiteknights Road, Reading, Berkshire.UK. RG6 7BE

Telephone Nos. +44(0)118 66 3777; +44(0)149157628;

Email address: [ken.carter25@gmail.com](mailto:ken.carter25@gmail.com)

Website: [www.deafsportsfootballfoundation.org](http://www.deafsportsfootballfoundation.org)

DSFF is a Company limited by guarantee registered number: 9164509 & a Registered Charity (No.1175408).