



## Job Description

**Position title:** Business Development Officer  
**Reports to:** Investment Manager  
**Team:** Investment Team  
**Remuneration:** c. £35,000 p.a., plus 8% pension contributions  
**Based:** Central London office or flexible location

### Full-time, permanent

#### 1 Overall purpose of the role

To support the Architectural Heritage Fund (AHF) with the delivery of its investment objectives of supporting the sustainable reuse of historic buildings and of helping the charity to achieve long-term financial sustainability, by attracting and delivering new investments.

#### 2 Specific Duties and Responsibilities

1. Work with potential and existing borrowers to progress new loan and investment applications, conducting interviews and site visits across the UK, undertaking appropriate due diligence, compiling lending proposals to present to the AHF's Board and Credit Panel, and engaging in all necessary procedures to allow for a facility to be disbursed successfully.
2. Contribute to the operation of the new Heritage Impact Fund (HIF), and assist the Investment Manager and Finance Manager with meeting the reporting requirements of the funders of the HIF.
3. Assist with the ongoing liaison and relationship management where appropriate between the AHF and its existing borrowers, to include site visits across the UK and desk-based financial and project monitoring where appropriate.
4. Work with the Investment Manager to ensure all other staff members of the AHF play an active role in promoting AHF's lending programmes and contributing to new lead generation and Work in Progress, providing support where required.
5. Support the Chief Executive and the Investment Manager to grow the AHF's funds for lending and maximise income from existing sources, including establishing and maintaining constructive relationships with statutory and charitable funding bodies.
6. Working with the Investment Team and other team members, help to research, review and revise existing and future lending programmes to ensure suitability for our borrowers, and to ensure that the terms and conditions are appropriate, effective and meet our strategic objectives.
7. Manage the lending elements and records of the AHF's database, including the development of the database's functionality.
8. Contribute to the delivery of AHF's communications and social media strategy, including providing content for AHF publications and website and speaking at conferences and events, as required. Forge beneficial and enduring connections with other sector organisations, funders, and advice providers and to promote the work of the AHF.



9. Deputise for the Investment Manager as required.

### 3 Person specification

#### Essential Criteria:

- Able to demonstrate a breadth and depth of experience across the principal duties of this post.
- An understanding of the general principles of lending, security, and risk.
- A working knowledge of the charity, social enterprise and community business lending and other social investment sectors.
- A team player, with excellent interpersonal, influencing, negotiating and communication skills.
- Experience of analysing and evaluating information from a wide variety of sources and presenting it in an appropriate format to a variety of audiences.
- Excellent written communication skills.
- Strong numeric and financial skills.
- Excellent attention to detail.
- Enthusiastic, self-motivated and target-orientated.
- A commitment to achieving beneficial social outcomes through heritage.

#### Desirable Criteria:

- Educated to degree level, or equivalent.
- Experience of sourcing and securing new loan business.
- Experience of lending or grant-giving with a financial institution, commercial bank, charitable trust, or social investor.
- Experience of using social media to promote and develop an organisations long-term sustainability.
- Experience of charitable fundraising.
- Experience of project delivery and associated project evaluation.
- Delivery of events and programme of activities.
- Experience of drafting reports and discussion papers.
- Experience of working within a charity or voluntary sector organisation.
- Experience of managing clients across a large, geographical area.
- Database management and development experience.