

Non- Executive Board Description: Director of Business Development (Appointed)

Organisation:	British American Football Association (BAFA)
Purpose of position:	To be an Appointed Director of British American Football Association
Responsible to:	The Board
Responsible for:	The effective governance and financial management of British American Football
Length of term:	Appointed every 4 years (a director may serve on the Board for a maximum of two terms, of four years)
Position type:	Voluntary
Reward/ benefit:	Reasonable travel expenses paid to attend Board meetings Free entry to Brit Bowl
Commitment:	Board meets at least 4 times a year. Must attend all Board meetings, plus up to 2 hours a week voluntary time.

Key tasks and duties.

- To develop and implement a business development plan in line with the 2018-2021 strategic plan and work with the Director of Business Process to design and implement processes to support business growth.
- Facilitate business growth by working together with clients as well as business partners.
- Review, build and maintain high-level partnerships with current and prospective customers and other businesses and project partners.
- Ensures that the organisation pursues its objectives as defined in its strategy document (2018-2021), company law and other relevant legislation/regulations.
- Drive business through to contract award (including identifying new customers and markets, developing approaches to the market, identifying prospects, proposal preparation, etc.)
- Manage internal tender, procurements, and external contractors working with the Business Processes Director.
- Apply for external funding through fundraising partners, such as Sport England.
- Oversee, in conjunction with the Communications Director, the implementation of communications plan that will improve the business.
- Create a strong, and fulfilling working relationship with other Board members and voluntary commissions through review and self-reflective evaluation of contributions and effectiveness of the Board
- Represent the organisation as a spokesperson at appropriate events, meetings, or functions.
- Demonstrate sound governance by personal and collective actions.

- Carry out all duties in the best interests of the BAFA, and in a manner consistent with their legal duties.

Key Skills

- Previous experience of developing businesses and knowledge of commercial development.
- Knowledge of fundraising and bid writing.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of a directorship.

Key Competencies

- High level of integrity/probity.
- Ability to think and act strategically.
- Excellent leadership skills.
- Be able communicate concisely, effectively and with transparency.
- Act as a positive role model for the sport.
- Take responsibility and be accountable for collective actions.
- Act in the best interests of the Board, not for an external representative group/body.
- Be able to work in partnership to develop solutions to challenges.
- Demonstrable commitment to ethics within sport.
- Demonstrable commitment to equal opportunities and Equity
- Have a sound awareness of fiduciary responsibility.
- Enthusiasm for sport / American Football.

Eligibility

Any person possessing the necessary and appropriate experience in the **Key Competencies and skills** associated with being a Director within BAFA is eligible to be nominated and/or to apply for the position of Director provided they: -

- Can meet the requirements of a Directorship under the Companies Act 1985.
- Are not excluded for any reason from holding a Directorship.
- Do not possess a criminal record inappropriate for the position within the sport.
- Have not previously been removed from the position of Director within BAFA or been dismissed from BAFA or any other NGB or related body.

BAFA is accountable to its Membership and its stakeholders. Because of this accountability and because of the level of responsibility and high-profile nature of the position of Business Development Director, BAFA must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position of BAFA – Director of Business Development. All nominations and applications will be carefully assessed.