



Association of Volunteer Managers

JOB DESCRIPTION – BUSINESS DEVELOPMENT MANAGER

Hours per week: one day per week

Salary: negotiable, linked to deliverables

Fixed Term Contract: 6 months

Location: 2-6 Tenter Ground, Spitalfields, London, E1 7NH; remote working is also possible

Reporting to: AVM Director (Business Development)

The Association of Volunteer Managers (AVM) is an independent membership body that aims to support, represent and champion people in volunteer management across the UK regardless of field, discipline or sector. It has been set up by and for people who manage volunteers.

Main Objective

To lead on and implement AVM's interim business plan, improve our infrastructure, work alongside the Board to strengthen partnerships and support the development of a five year strategy.

Key Responsibilities

Review and improve transactional systems, creating seamless account management capabilities for individual and organisational members.

Creation of monitoring arrangements to measure the impact of transactional systems on membership conversion, recruitment, retention, customer service, event management and feedback.

Improve AVM's online presence, facilitating improved interaction with stakeholders, more effective promotion of AVM's products and services, creating a platform for communication and peer support and a space for membership only content.

Support the Treasurer with the restructure of banking arrangements, by modernising the back end financial systems for HMRC, payroll and pension management.

Introduce financial viability and booking systems, alongside reporting mechanisms for pricing, costs and derivative products.

Work closely with the Directors responsible for Communications and Events to implement their strategic objectives.