

Job Description – Business Development Manager

(Part Time role – 16 hours p/w)

Key Objectives & Purpose:

- Build, maintain and develop long term relationships with key client stakeholders (*NB: Key client is based in Reading, Berkshire*)
- Seeking and maximizing engagement and revenue opportunities
- A mix of account management and business development – with challenging sales revenue and margin targets to be achieved
- Achieve ongoing revenue, margin and qualitative objectives to compliment overall growth strategy of the business.
- To live and breathe our values ensuring they are at the heart of all business relationships and decisions.

Role Responsibilities

- Securing new opportunities and obtaining briefs
- To engage with all key stakeholders and bookers and ensure maximum penetration across your client base.
- Service existing client accounts by providing the right venue find and event solutions.
- Management of Procurement relationships providing insightful reviews, which lead to business suggestions and changes which are beneficial for the client and us.
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- To host monthly calls and quarterly review meetings with key Clients – and ensuring that supporting decks are prepared to a high standard
- To be a key part of Client tender process as and when required
- To be a key internal stakeholder in supporting with response to Client proposals
- Create Client Account Plans and update monthly
- Database CRM management including pipeline management.
- To understand and demonstrate in-house booking system / client portal
- To attend monthly board meeting, and prepare and submit a report
- To be an escalation point within the business as required
- To attend site inspections with Clients
- To participate in operational team meetings
- Organising and attending client events for your key stakeholders - creative customer networking
- To host and attend KIT (Keeping In Touch) Days
- To host and attend Account Presentations to internal stakeholders
- Assisting with marketing campaigns as and when required
- To actively post and share on company social media platforms
- To complete monthly forecasting

Experience

- At least 1 years' experience in Sales with events industry experience, ideally with an agency background as an Account Executive/Manager in hospitality.
- Revenue target ownership & accountability
- Demonstration of success in sales

Skills & Qualifications

- Be able to prioritize your work, have excellent organizational skills and a real eye for detail.
- Be passionate in your approach, committed, hardworking and a real team player.

- Be a fast learner and creative thinker, and have the ability to think outside of the box.
- Be flexible to changing working demands.
- Have the ability to work to strict and tight deadlines.
- Be a good decision maker and exercise appropriate judgment.
- Strong intellectual ability & good analytical skills.
- Have excellent written and verbal communication.
- Have the ability to work on your own initiative and be part of the broader team.
- IT literate with a particular focus on Excel and PowerPoint and experience of working with databases.
- Aware of how to effectively use Social media, particularly LinkedIn.

Required Competencies

- **Verbal and Written expression** – the ability to communicate in clear language and to adjust use of language to the audience level.
- **Stress management** – the ability to perform under pressure and in adversity whilst maintaining an enthusiastic, positive outlook and attitude.
- **Result-orientated** – the ability to take direct action to attain or exceed objectives.
- **Integrity** – Adherence to the standards, values and rules of conduct associated with the position and culture within the workplace, being trusted and respected.
- **Focus on quality** – Setting high-quality standards and striving for continuous improvement and quality assurance.
- **Customer orientation** – The ability and willingness to find out what the customer wants and to act accordingly, taking the organizations costs and benefits into account.
- **Identification with Management** – The ability and willingness to understand, accept and carry out decisions and measures from managers.
- **Planning and Organizing** – The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals.

OUR COMPANY VALUES: Elegant, Together, Innovative, Real, Focused

Reports to

- Group Sales Director

Direct reports

- None

Work Hours and Benefits

- Part time role – 16 hours per week
- This could be over 2 days, but we are open to a flexible working pattern. However, please note this role requires travel which may take place outside of working hours. Please also note, hosting client events is required as part of the role and sits out of office hours.
- 25 days of holiday (pro rata)
- Company laptop
- Company mobile phone -if applicable
- Annual financial target bonus- if applicable
- Long Service recognition scheme
- Monthly and annual employee recognition
- Flexible holiday scheme
- Death in service life insurance
- Access to travel industry hotel rates