

YOUR ROLE



BUSINESS DEVELOPMENT EXECUTIVE

Salary Group	Technical or Functional Executive
Why your role is important	<p>At UMi, we believe business can be a force for good. Every day, we help hundreds of businesses do more and go further, and we're committed to growing our impact nationally.</p> <p>As Business Development Executive, you will play a pivotal role in expanding UMi's reach, revenues, impact and reputation. By building partnerships, identifying and responding to business development opportunities, undertaking research, outreach and appointment setting as well as achieving sales.</p>

MAIN RESPONSIBILITIES AND KPI'S

- Create and harness partnerships and relationships with likeminded businesses to support the delivery of our services
- Support Business Development by completing research, preparing prospecting information, supporting the development of sales plan and proposals
- Support the commercial services team in driving sponsorship, exhibition and ticket sales for events, campaigns and projects using a range of contact methods including email, social media, telephone and in person
- Generate sales opportunities for the broader team, including carrying out prospecting, making outbound calls and email introductions and creating appointments.
- Collaborate with the marketing team to create compelling value propositions, proposals, sales materials
- Support the Chief Commercial Officer and broader business development team with administration and maintenance of accurate records including recording customer interactions on the Client Relationship Management system, business development pipeline and storage of documents such as proposals and agreements
- Report on pipeline and performance at sales meetings, proactively identifying risks and solutions
- Proactively make suggestions, and implement where agreed, improvements to sales processes and resources
- Be an exemplar UMi ambassador representing us at exhibitions and events etc.
- Always uphold the ART of UMi in all that you do
- When you see an opportunity to do so, use your skill, experience, and personal characteristics to support projects and activities outside of your core role.
- Be an advocate of UMi through active involvement in promotional and marketing activity and through broader networking and introductions.
- Uphold our commitment to people, planet and profit by consistently operating to UMi's policies, standards and ethics.

THE ART OF UMi

Our values and beliefs

- **Adventurous** – our adventures take us far and wide – they're tough and exciting but we are fearless and open-minded about where they might lead.
- **Responsible** – we share a collective responsibility to each other, respect the world we live in, and we keep our promises.
- **Togetherness** - We can achieve more together than we can apart, and we know that businesses are more than just bricks and mortar or numbers on a spreadsheet – they're powered by people.

YOUR ROLE WITHIN UMi

- Team: Commercial Services
- Your Manager: Chief Commercial Officer
- Reports: None

THE ESSENTIAL THINGS YOU NEED

- Business development, sales or account management experience
- Ambitious, highly motivated and confident self-starter able to work in a dynamic environment
- Results orientated with experience of meeting deadlines and targets
- Excellent communication and relationship building skills
- Excellent literacy and numeracy skills and fluent in Microsoft 365 applications with good attention to detail
- Driving licence and access to own vehicle.
- Proficient at using Client Relationship Management Systems (CRM's)

THE THINGS THAT ARE NICE TO HAVE

- Formal Sales and marketing qualifications or training
- Evidence of success in a Business Development role in the Professional Services sector
- Established network of business contacts
- Experience using Sales tools e.g. LinkedIn Sales Navigator

YOUR SIGNATURE

MANAGER'S SIGNATURE