

JOB DESCRIPTION

<p>1. JOB TITLE: Business Development Manager</p>
<p>Department: Membership</p>
<p>Line Manager: Membership Manager or nominated representative</p>
<p>2. NUMBER OF DIRECT REPORTS: None</p>
<p>3. CONTRACT TYPE AND JOB STATUS: Fixed term: (12 months) with possibility of extension Based at SCI, Belgrave Square, London with frequent travel within the UK.</p>
<p>4. MAIN PURPOSE OF JOB: To grow SCI membership, in particular high impact Membership groups, and to strengthen links with industrial and academic institutions to highlight SCI products and services.</p>
<p>5. PRINCIPAL ACCOUNTABILITIES:</p> <p>a) Grow SCI membership</p> <ul style="list-style-type: none"> • Increase SCI membership amongst relevant organisations with research, manufacturing or other allied operations based in the UK and worldwide • Be responsible for identification and follow up of new target organisations • Generate new leads through attendance at relevant SCI conferences and conferences of interest to SCI member base • Generate quotes, agreement paperwork and introductory presentations to support the Membership engagement process. • Deliver income as specified in role objectives <p>b) Events and exhibitions</p> <ul style="list-style-type: none"> • Represent SCI at events, including presenting at an SCI exhibition stand • Deliver presentations about SCI membership at events and conferences • Attend networking events in a capacity to generate new members and raise SCI's profile <p>c) Reporting and account management</p> <ul style="list-style-type: none"> • Keep clear records of interactions with target companies • Generate new processes where needed to ensure hand over and cross-team working are streamlined and efficient <p>d) Project support and new business development</p> <ul style="list-style-type: none"> • Work with key stakeholders on multi-disciplinary projects related to SCI scientific, technical and business interests • Gather views and feedback from stakeholder groups to enable delivery of outputs with and independent and impartial voice • Lead projects related to SCI membership growth and engagement initiatives • Propose new business development ideas and areas for expansion as they arise

e) General/Additional Tasks

- Undertake such other duties as may be assigned by Membership Manager or nominated representative

6. FINANCIAL/BUDGETARY RESPONSIBILITIES:

- Responsible for income generation as agreed in objectives
- Responsible for ensuring costs associated with travel and accommodation relating to own work are within agreed budget guidelines

7. WORKING RELATIONSHIPS:

- a) **Internal:** Executive Director, Managers, and all other members of staff.
- b) **External:** SCI members, Corporate and Academic prospects

8. FREEDOM AND CONSTRAINTS:

Responsible for delivery of own targets and objectives agreed with line manager, and ensuring progress is reported to line manager or other stakeholders as appropriate

9. PLANNING AND ORGANISATION:

Plan, implement and measure outcomes of initiatives and projects

10. KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Good degree or equivalent in a physical science or engineering
- Demonstrable experience of generating relationships with contacts in the chemical using industry and academia
- Understanding of SCI's target market
- Self-starter
- Enthusiastic and proactive approach to work
- Excellent interpersonal skills
- Excellent presentation skills
- High degree of computer literacy, including proficiency with MS Office software and presentation tools
- Strong organisation skills
- Ability to interact at all levels
- Excellent verbal and written communication skills
- Strong time management skills and ability to meet strict deadlines
- Ability to act on own initiative
- Ability to plan and multi-task
- A willingness to work individually and as member of a team
- Experience of managing own workload

Desirable

- Previous experience in a role driven by financial targets/income generation