

## Job Description

**1. JOB TITLE:** Business development manager

**Area:** Operations

**Reports to:** Membership manager

**Salary:** competitive

**2. NUMBER OF DIRECT REPORTS**

None

**3. WORK AND JOB STATUS**

Full time or part time

Based at SCI Headquarters, or home based with frequent UK travel required

**4. MAIN PURPOSE OF JOB**

To grow SCI membership, strengthen links with industrial and academic institutions, and to increase number of delegates and exhibitors at SCI events.

**5. PRINCIPAL ACCOUNTABILITIES:**

**a) Grow SCI membership**

Increase SCI membership within defined regional or market area. Specifically:

- Corporate:
  - Create a map of corporate and industrial connections in a defined regional or market area as agreed with line manager
  - Work with the Membership Manager to generate a package of benefits suitable for corporate partnerships
  - Using agreed presentation and marketing tools, generate increased membership via acquisition of corporate partnerships with target companies
- Academic:
  - Create a map of academic institutions and relevant departments in a defined regional or market area as agreed with line manager
  - Work with the Membership Manager to generate a package of benefits suitable for academic partnerships
  - Using agreed presentation and marketing tools, generate academic partnerships with target institutions
- Events and exhibitions
  - Represent SCI at events including at SCI exhibition stands
  - Deliver presentations about SCI membership at events and conferences
  - Attend networking events in a capacity to generate new members and raise SCI's profile

Society of Chemical Industry

International Headquarters, 14/15 Belgrave Square, London, SW1X 8PS, UK

T: +44 (0)20 7598 1500 F: +44 (0)20 7598 1545 E: [secretariat@soci.org](mailto:secretariat@soci.org) [www.soci.org](http://www.soci.org)

SCI founded in London 1881 and in New York 1894

Incorporated by Royal Charter 1907, Registered as UK Charity 206883

Recognised as a not for profit organisation across the world

**b) Raise SCI profile**

- Generate interest in SCI Group activities and overall aims amongst technical corporate and academic links
- Leverage relationship with Corporate and Academic Partners to increase visibility of SCI activities

**c) Support SCI Regional or Technical groups**

- Help to promote SCI events and activities run by SCI Regional and Technical Groups in the defined regional or market area to increase delegate numbers
- Attract exhibitors for Group activities

**d) Project support and new business development**

- Feedback ideas for new business development to Membership Manager
- As agreed, coordinate the set up of new projects relating to the defined regional area

**e) General/Additional Tasks**

- Undertake such other duties as may be assigned by the Membership Manager.

**6. PERFORMANCE INDICATORS:****a) Membership**

- No. of new members in defined regional or market area

**b) Partnerships**

- No. of academic and corporate partnerships established

**c) Event delegates and exhibitors**

- No. of delegates and exhibitors at agreed events

**6. WORKING RELATIONSHIPS**

**a) Internal:** Directors, Managers, committees (via Group committee support contact) and all other members of staff.

**b) External:** SCI members, Corporate and Academic prospects

**7. FREEDOM AND CONSTRAINTS**

- Self-directed, in agreement with objectives agreed with Membership Manager

**8. PLANNING AND ORGANISATION**

- Plan, implement and measure outcomes of initiatives and projects under guidance from manager.

**9. KNOWLEDGE, SKILLS & EXPERIENCE****Essential**

- Previous experience within a scientific sales role, or an industrial setting allied to SCI's core market
- Good degree (minimum 2:1) or equivalent in a physical science or engineering
- 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 administrative and organisation skills
- 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
- Ability to interact at all levels

**Desirable**

- Previous experience in a Membership organisation
- Experience of working with volunteers (members) and Committees