

JOB DESCRIPTION

JOB TITLE Business Development Executive

Department	Business Development
Reports to	Business Development Manager
Direct reports	None
Work and job status	<ul style="list-style-type: none"> ▪ Full time (currently working 2 days per week in the office and the remainder at home) ▪ Fixed term: 12 months with possibility of permanent contract ▪ £26,000 - 28,000
Main purpose of job	To generate income for SCI through proactive sales of SCI products and services including membership, sponsorship, advertising, venue hire, and any other areas of income as required.
Principal accountabilities	<p>1. Organisation membership sales and management</p> <ul style="list-style-type: none"> ▪ Use data from SCI events, social media channels and other contact lists to identify target organisations. ▪ Secure new SME, Associate and Academic Partners Members, and assist with the acquisition of new Corporate and Individual Members. ▪ Work with the wider Business Development team to ensure terms of membership are delivered accordingly and high levels of membership renewals are achieved. <p>2. Sponsorship sales</p> <ul style="list-style-type: none"> ▪ Identify relevant organisations to sponsor SCI events and activities. ▪ Work with clients to maximise opportunities for exposure to SCI network and to maximise income for SCI. ▪ Build trusted relationships with sponsors to encourage repeat sponsorship. ▪ Assist with execution of sponsorship agreements. <p>3. Provide monthly reports for income generation activities using an agreed template</p> <ul style="list-style-type: none"> ▪ Ensure reports are produced in a timely fashion and contain accurate detail. ▪ Highlight any areas for concern or opportunities for additional income based on information gathered in the monthly report.

4. Act as a point of contact for venue hire enquiries and bookings

- Receive enquiries by phone, email or via online booking form.
- Provide details of available venue space, options for catering, room layouts etc.
- Keep accurate records of all enquiries and follow up to ensure booking is confirmed/closed.
- Be responsible for ensuring that all third-party websites listing SCI venue hire services are appropriately maintained and updated.
- Work with external suppliers such as caterers, AV technicians and equipment suppliers to ensure that all required services are available during the venue booking.

5. Assist the Business Development Manager with office sales

- Actively promote SCI's available offices to relevant contacts.
- Provide potential leads to the Business Development Manager in a timely manner.
- Assist the Business Development Manager with any related administrative tasks.

6. General/additional tasks

- Undertake such other duties as may be assigned from time to time.
- Assist the wider Business Development team with income generation and maintenance.

Financial/ budgetary responsibilities

Responsible for ensuring income relating to all sales is correctly invoiced and noted in associated electronic systems.

Working relationships

- **Internal:** CEO, managers, members, and all other members of staff.
- **External:** SCI members and prospective members, suppliers, companies and other associations and institutions.

Freedom and constraints

- Working in close collaboration with other members of the Business Development and Membership team.
- Routine reporting to Business Development Manager.

Planning and organisation

Plan, implement and measure outcomes of initiatives and projects under guidance from Business Development Manager.

***Knowledge,
skills and
experience***

Essential

- Degree in any subject, preferably in STEM.
- Minimum of 2 years' experience in an income generating role.
- Experience in a customer facing role with changing priorities.
- Excellent communication skills: phone, email and in-person.
- Excellent attention to detail and able to meet tight deadlines.
- Able to work alone with minimal supervision or in a team when required.
- Able to be calm under pressure.
- Able to occasionally work outside of standard hours (time in lieu will be applied).

Desirable

- Experience using CRM or other database systems.
- Previous experience in non-profit or scientific organisation.
- Previous proactive sales experience.

