Personal Specification – Business Development Manager

	Essential	Desirable
Skills	• High level communication including oral and written • Planning and organisation • Team work • Ability to work on own initiative • Interpersonal • Creativity and imagination • ICT / Administration • Ability to work under pressure and to tight deadlines • Multi-tasking • Excellent communication skills • Negotiation • To be fully computer literate with the company reservation system (CRM and all Microsoft Office programs, e.g., Word, Excel, Access, Outlook • Accurate word processing and use of all functions with Microsoft Office suite, and bespoke database as required.	• Possess an innovative and energetic approach to the development of sales • Raisers Edge CRM System • Writing applications for grants
Experience	• At least two years recent sales/fundraising experience. • Evidence of effective use of interpersonal skill in face-to-face, written and telephone communications. • Evidence of working to and achieving set sales targets. • Portfolio building • Creating new business and account management	• Administration including completion of sales reports and figures • Working with all sectors of the community • Dealing with people at all levels • Working in sport/leisure sector
Qualities	• Commitment • Sense of humour • Self starter • Flexibility • Honesty • Motivation • Enthusiasm • Patience • Diplomacy • Tenacity • Determination • Commitment to equal opportunities • Flexible and adaptable to working hours and situations	
Knowledge	• Possess a sound knowledge of the commercial sector, both corporate and community • Have a comprehensive knowledge of recent developments in the marketplace • Self Awareness	• Legalities of fundraising

	• Evidence of the ability to effectively work on own initiative and manage a varied workload.	
Understanding	• Customer Service • Of the need to work anti social and flexible hours • The delicate balance between persistence and pressure • Sales targets • Commercial awareness	
Qualifications	• Driving licence • Recognised sales/business qualification Equivalence to GCSE in Maths and English	• ICT Qualification • Fundraising • Event Management