

# JOB DESCRIPTION

JOB TITLE:	Business Development Executive Graduate Programme
RESPONSIBLE TO:	Head of Commercial
OVERALL OBJECTIVES:	To sell Foundation products, services and events to existing and new
	customers.

### **SALES**

#### **Duties:**

- Source and arrange meetings with existing and potential new partners and sales opportunities.
- Establish, implement and document account plans
- · Prepare bespoke client proposals with accurate pricing
- Understand and develop Foundation products
- Understand current markets and influence decision-making processes
- Manage effectively own accounts and develop onto new sales/donations.
- Link into Football Development opportunities, within local area and internationally.
- Devise and monitor campaigns
- Build on existing and develop new links with sales agents/third party partners.
- Develop sponsorship and partnership proposals
- Fully utilise and develop Raiser's Edge CRM system
- Organise appointments and close sales in face to face meetings
- Meet targets and KPIs

# **NEW BUSINESS**

### **Duties:**

- Demonstrate an entrepreneurial drive to meet and develop new prospects that turn into sales, closing in a timely manner
- Build on customer base by percentage as agreed with the Head of Commercial
- Working on own initiative, research new potential leads and develop these
- Liaise with SAFC staff to develop additional sales opportunities
- Develop and deliver ongoing proposal presentations

# **CUSTOMER CARE**

#### **Duties:**

- Ensure customers have an excellent experience
- Ensure customers receives recognition and benefits as agreed
- Sell the company positively
- Liaise with other organisations and SAFC as appropriate

## **ADMINISTRATION**

### **Duties:**

- Work within the established administrative and financial systems to ensure smooth running/quality of projects
- Contribute to the processes of forward planning, monitoring and evaluation
- Identify PR opportunities and case studies
- Develop working practices in line with Foundation of Light Equality and Diversity and Safeguarding policies
- Be aware of, adhere to, and assist with the development of health and safety practices
- Maintain the highest level of professionalism and confidentiality
- Print accurate reports as requested

Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the

highest level of confidentiality.