

## **JOB DESCRIPTION**

JOB TITLE	Business Development Manager
RESPONSIBLE TO	Head of Commercial
DATE	January 2013
OVERALL OBJECTIVES	To sell Foundation products, services and events to existing and new
	customers.
MAIN RESPONSIBILITIES	Sales
	customers.
	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

	<ul> <li>and safety practices</li> <li>Maintain the highest level of professionalism and confidentiality</li> <li>Print accurate reports as requested</li> </ul>	
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.		
TECHNICAL SKILLS AND	Competence in all software packages named PLUS any CRM solution	
KNOWLEDGE	(Raiser's Edge) Foundation of Light utilises.	
e.g. Word, P-point, Excel, &		
Outlook		

Acceptance of the job description by the Employee:	
Signed	
Print Name	
Dated	