

BUSINESS DEVELOPMENT MANAGER

USUAL RESPONSIBILITIES INCLUDE

- Working with the Fee-earners & relevant BD staff to develop and implement business development plans for key groups as required
- Supporting the development and implementation of specific client plans for the major clients of these groups.
- Exploring and seeking out opportunities to increase the firm's positioning in various market sectors
- Overseeing client development/profiling initiatives i.e. targeted seminars, internal workshops, specific briefing events, various publications, etc
- Ensuring the currency and accuracy of information set out on the website, extranets and intranet
- Ownership of content in the various business development databases
- Monitoring new business and tender opportunities
- Preparing tender responses and submissions in conjunction with the rest of the BD team; research and writing; coordinating input from other contributors
- Managing and contributing to the BD team
- Proactively communicating and working with other teams/groups on joint BD initiatives
- Undertaking projects for the national BD team when required
- Building a personal profile, visibility, credibility and influence with key Fee-earners; active promotion of the BD function, expertise and capabilities
- Coaching Fee-earners and Senior Associates on specific client and BD skills
- Investing in professional knowledge and awareness by reading BD material to develop a sophisticated awareness of BD in its wider context

COMMONLY ASKED FOR QUALIFICATIONS AND EXPERIENCE

Education:

- Tertiary qualifications in marketing, business, commerce, law or a related discipline

Experience/Skills:

- At least 4-5 years experience, preferably within a professional services environment
- Proven experience in developing strategic business development plans and pursuing and winning business
- Strong commercial background
- Strategic and lateral thinker
- Strong written and oral communication skills (including presentation skills) and consulting skills (including influencing and persuasion, project management and reporting)
- Demonstrated ability to initiate, manage and deliver multiple complex projects, including ones involving the coordination of different teams and people. Demonstrated organisational skills including resource management
- Time management skills
- Experience in working in teams with competing demands
- High EQ
- Initiative and drive - self starter. An ability to work independently with limited or remote supervision
- Strong service ethic in delivering advice and assistance to relevant internal stakeholders
- Confidence, maturity and professionalism
- Flexibility (ability to adapt to changing priorities and work environment)