**Richard Newton Consulting**

**Business Development Manager**

**Job Description**

**Hours –** 37.75 per week

**Location –** Cathedral Road, Cardiff

**Salary –** £30,000 - £33,000 per annum

**Holiday –** 25 days per annum

**Pension –** in line with statutory regulation

**Responsible to –** Director, Richard Newton Consulting

**Context –** Richard Newton Consulting was formed by Richard in 2011 and has grown year on year since then. Whilst all team members have responsibility for organisational growth and business development; as the business grows there is a need for this to be co-ordinated and for Directors to be supported in business development activities

**Key Roles**

* To input into, and assist with delivery in respect of the business development strategy for the Consultancy
* To respond to inbound enquiries in respect of new business
* To monitor funding and commissioning opportunities and to disseminate these with existing / potential clients in order to develop new business
* To monitor opportunities for new business for the Consultancy through adverts / tender opportunities and to altert the Director / Deputy Director ins respect of suitable opportunities
* To prepare full responses to some enquiries for new business
* To work with the Director / Deputy Director on responses in respect of more complex projects / enquiries
* To contribute to Consultancy management information systems including databases, funding pipelines
* To maintain successful records – including monthly billing information for clients and feedback in response to both successful and unsuccessful applications
* To be a first point of enquiry to clients for the business and act as an ambassador for all services provided by the consultancy
* Support any othe consulting projects or requests made by the Director / Deputy Director

**Key Skills, Experience and Competencies required**

* A track record of successful businesss development
* An ability to develop and deliver compelling proposals, both written and through face to face presentations
* An understanding of UK grant funding and commissioning environments
* Experience in using key tendering portals including e-tenderwales, ECLAIMS, etc.
* Research skills
* Excellent communication skills including verbal skills and report / bid writing
* The ability to maintain key relationships with clients that deliver sustained business
* The ability to manage multiple projects at one time
* The ability to identify and maximise opportunities.
* Effective time management
* Attention to detail
* Good IT skills including use of full Microsoft Office suite
* Excellent record keeping
* A knowledge of government policies and processes
* Experience of working with, or for, the not-for-profit sector
* Knowledge of the charity sector in Wales
* A team player but prepared to take on individual responsibilities
* A commercial focus
* Prepared to work at times outside of regular office hours or at locations away from the office

**Desirable**

* An understanding of the post 16 training environment
* The ability to speak Welsh
* Access to a car