



Job Description: Principal - Business Development Coordinator

JOB TITLE	Business Development Coordinator
DEPARTMENT	Developer Services
MOLA GRADE	2.2
HOURS	37 hours per week, with flexibility and some out of hours work (see below)
LOCATION	The post is based at MOLA's London office, with flexibility required to travel and work at other MOLA locations as required
DURATION	Permanent Subject to satisfactory completion of 6 month probation period
RESPONSIBLE TO	The post-holder reports to the Director of Developer Services and works closely with the wider Management Group, particularly the Director of Communications, and with other members of the Developer Services team. Liaison with Administrative and Executive Assistants, and with Project Management team as required across all offices.
RESPONSIBLE FOR	Temporary support staff or Interns, from time to time
OVERALL JOB PURPOSE	To increase MOLA's volume of business and market share in line with the Business Plan targets, currently set to achieve: <ul style="list-style-type: none">• Central London – business development with key clients• Significant increase in work outside London, particularly around the East Midlands Central/South and South East regions (from our London, Basingstoke and Northampton Offices)• Infrastructure – to ensure we are aware of all upcoming opportunities that align with our priorities, and are positioned well to tender
KEY TASKS	1. Business development – core business <ul style="list-style-type: none">• Assist with the development and implementation of strategies for winning business from target clients using appropriate databases, media, industry information.• Assist with the development and implementation of strategies for retaining and enhancing target clients and other key commercial relationships• Liaise closely with the Director of Developer Services, Divisional Heads and Project Managers on target client relations



- Research new opportunities and assist with the identification and management of opportunities and 'leads' through our internal systems.
 - Oversee and manage use of our subscription databases for both market analysis and insights and to assist opportunity generation for key target areas
 - Liaise with Directors on business forecasts based on leads information.
 - Maintain a list of networking events and book staff on these events. Monitor effectiveness
 - Liaise with membership organisations and assist with review of value, events, special projects
 - Keep up to date with engagement activities, liaising with the Audience Engagement team, and be proactive in offering our engagement opportunities to clients and target clients.
- 2. Business planning and reporting**
- Liaise with divisional heads and Project Managers to determine where support can be provided in developing growth strategies.
 - Develop regular reporting using existing internal systems and advise on improvements. In particular, develop reporting to provide accurate forecasts and indications of tender success/failure.
- 3. Support for tender process**
- Research, select and maintain tender portals
 - Be responsible for the production of supporting information for tenders, including case studies, CVs, PQQ information
 - Collation and writing of PQQs and maintenance and filing of responses
 - Assist with coordinating and writing tenders, with particular focus on large strategic tenders and those with key partners
 - Undertake reviews of on-going tenders, tender success and tender failures,
 - Follow up on tender success and failures with clients and communicate reasons to the management group.
- 4. Assistance with Client Relationship Management**
- Help plan and organise client events, including CPD events, archaeology tours, liaising with the Communications and fundraising team
 - Ensure target lists remain updated and regular approaches to new potential clients are tracked.
- 5. Market Analysis**
- Support Director of Developer Services with targeted market analysis on key geographies, industries, sectors and competitor information



	<p>6. <u>Communications/Marketing</u></p> <ul style="list-style-type: none">• Liaise with Communications team to maximise on client management opportunities through media stories.• Assist with collating regular communications with clients such as via annual calendar mailout and through informing content for quarterly client e-newsletter to tie in with other initiatives (as well as assisting with growing subscriber list where appropriate)• Liaise with communications officer regarding commercial content and project examples for website/social media channels as required <p>7. <u>Presentation</u></p> <ul style="list-style-type: none">• Ensure personal presentation is consistent with client and MOLA expectations including dress; manner; and general presentation. <p>To work in accordance with the requirements of MOLA's Health and Safety Policy, and carry out other duties as may be required from time to time</p>
Special Circumstances:	The role will require travel within and outside London including to other MOLA sites and offices; the role will also require flexibility with regard to working hours, with some evenings and possibly occasional weekend meetings or events

This job description should not be taken as an exhaustive description of the role, and is rather indicative of the types of responsibility covered by this job. MOLA reserves the rights to make reasonable changes as are necessary commensurate with the nature of the post held and to review the job description annually or as required.



Person Specification – Business Development Coordinator

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	Educated to degree level or equivalent		AF
EXPERIENCE & KNOWLEDGE	<p>Experience of working well with senior staff in a busy office environment</p> <p>Experience and familiarity with Microsoft Office including PPT, Word and Excel</p> <p>Some familiarity of CRM systems and/or commercial market databases (such as Glenigan)</p>	Experience in a client-facing environment	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
SKILLS & COMPETENCIES	<p>Outstanding written and spoken English communication skills, able to show attention to detail and the ability to copy edit</p> <p>Proven record of discretion and maintaining confidentiality</p> <p>Outstanding organisational abilities, with an aptitude for planning ahead and prioritising effectively</p> <p>A professional, personable, positive, diplomatic and confident demeanour</p> <p>An enthusiastic self-starter, able to take initiative</p>	<p>Experience of researching and report writing</p> <p>Experience of organising a range of small and large events</p> <p>Familiarity with QA systems, document version control, etc.</p> <p>Familiarity with inventory control</p>	<p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

Assessment Method Code:

AF – Application Form

I – Interview

T - Test