

Job Description for Business Development Executive

Job title:	Business Development Executive (BDE)
Job summary:	<p>The Business Development Executive's role is to help the Client Partnerships Director (CPD) create increased and improved new outbound business opportunities for Pebblebeach and support the follow up of our marketing campaigns to drive up inbound lead engagement in prospective clients. .</p> <p>The BDE will be required:</p> <ul style="list-style-type: none"> • To support on outbound lead generation for new Pebblebeach clients. • To support inbound lead generation for prospective Pebblebeach clients and subsequent proposals and pitches as required for the same. • To maintain the accuracy of data and resources in Hubspot. • To maintain the accuracy and appropriateness of proposal and pitch documentation. • To analyse data and provide business development reporting metrics to the senior team. • To support the Client Partnerships Director and other team members, providing excellent prospect and client service. • To carry out necessary administrative duties that supports the efficient running of the business development aspect of Pebblebeach.
Location:	Home working in Northern Ireland
Reporting to:	Client Partnerships Director
Direct reports:	None

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in the job and needs to be flexible to cope with the changing needs of the position.

Contact with other team members

Internal:	Managing Director, Client Partnerships Director, Business Director, Account Director, Finance Director, Accounts Team.
External:	Prospective and existing clients and client representatives. External suppliers.

Roles and Responsibilities

Business Development Support 90%	<p>Support on the delivery of all new business generation (from initial lead to closed won/lost) including a focus on targets and performance monitoring.</p> <p>Help research and generate prospective client leads (finding appropriate contacts and their direct contact details).</p> <p>Support the CPD on the prioritisation of leads to cold call, helping to build.</p>
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	<p>rapport and identifying need.</p> <p>Support the CPD on the delivery of new business meetings/pitches face to face or online, providing specialist advice on the products and/or services Pebblebeach offers.</p> <p>Help negotiate pricing with prospects and clients in line with Pebblebeach guidelines, developing objection handling approach for application across the Team.</p> <p>Create and maintain a suite of proposal templates/documentation, (and continuously refine to help reduce our closed/lost %).</p> <p>Help nurture and develop ongoing relationship with key clients.</p> <p>Support on the reporting of business development (the progress/pipeline weekly update) for Account Director/Business Director/Management Consultant.</p> <p>Ensure feedback is secured and recorded for all closed/lost opportunities,</p> <p>Responsible for ensuring accuracy of data in the organisational CRM (Hubspot)</p> <p>Assist in improving data management and reporting, maximising the organisational CRM (HubSpot) to enhance sales and client experience, ultimately helping the business to grow better.</p> <p>Aid the CPD & Account Management Team with the kick start process for new clients.</p> <p>Gathering information from the prospective client to enable most effective new business contact/experience.</p> <p>Support the CPD in the drafting and proof-reading proposals and quotes.</p> <p>Create and maintain and share an accurate list of relevant new business events and conferences.</p>
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<p>Consultancy support = 10%</p>	<p>Support the CPD with consultancy project as and where appropriate.</p>
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<p>Touchpoints with the Pebblebeach</p>	<p>Monthly one to ones and regular catch ups with Client Partnerships Director.</p>
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Team	Daily PB team catch-ups. Regular individual catch ups as team members require.
Working conditions / environment	Will be required to attend client visits across the UK, ROI and/or overseas as required. Will be required to attend whole team meetings in Brighton, at least 1-2 times per year. Will be required to work out of office hours when needed.

**Pebblebeach Fundraising
January 2023**