

**Role:** Business Development Manager

**Location:** Milton Keynes

**Salary:** £35-40k

Do you have leadership and direct management experience of a profit generating business? Do you have a successful track record of collaborative working, motivating, and engaging with your team?

Our charitable Foundation has an established history across the UK and within the Milton Keynes community. Helping to send funding where it is needed most, we guide businesses, philanthropists and charities to the right giving grants to achieve their goals.

A unique opportunity has arisen for a proven, driven Business Development Manager with an entrepreneurial spirit to help guide our team and deliver the strategy for the Conferencing and Small Business Unit Enterprise of our Foundation. Our Business Development Manager will have responsibility for managing and achieving agreed financial targets and identifying and developing new opportunities for the future growth and success of the Enterprise. As part of your role, you will conduct business reviews and instigate change and improvement wherever viable. You will ensure effective performance management, induction and development of your team, supporting, motivating and encouraging them to excel.

**We are seeking to be a powerful platform for social change and drive Equality for all. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We actively encourage applications from all our diverse communities.**

**KEY RESPONSIBILITIES:**

- To be overly responsible for running a successful, surplus generating social enterprise for the Foundation
- To oversee and deliver successful marketing and communication strategies that open new markets/business.
- To identify and develop opportunities for future growth and development of the Enterprise.
- To represent the Enterprise at external events and key forums. Promote the facilities and the work of the Community Foundation.
- To develop income through improved processes and systems as well as networking and building relationships with new businesses and voluntary sector groups.
- To cultivate and nurture relationships with key existing clients, customers, and partner organisations.
- To develop and maintain a good awareness of similar businesses to ensure we are appropriately positioned in the market and be able to develop responses that maintain our position.
- To propose, plan and implement new products in response to market developments ensuring improvements in productivity and profitability.
- To benchmark and set high-level quality standards and to monitor their delivery on behalf of the enterprise operations in CMK. Ensuring the organisation is responsive to the needs of the tenants, visitors, and staff.
- Conduct regular business reviews and instigate change and improvement.
- Monitor systems, liaising with suppliers to ensure the operational needs of the Enterprise are met and efficiencies are secured.
- Be accountable for achieving agreed financial targets and make regular assessments of the Enterprise position and performance

- To prepare board reports and KPI reports to support scrutiny of performance and to support continual business improvement for board, finance committee and property committee.
- To ensure effective performance management, induction and development of the Enterprise staff team
- Ensure Small Business Unit voids are kept to a minimum and proactively work alongside the Director of Finance to monitor income from these
- Ensure compliance with Health & Safety among the team and within the Enterprise business areas, as well as all other legal regulations
- Manage the balance of strategic and operational priorities, championing change and innovation to ensure development opportunities are fully realised.
- Work with colleagues of the Leadership Team to develop strategy, strengthen cross team working and good communication.

### **ESSENTIAL SKILLS**

- Experience of strategic planning and leadership
- Leadership and direct management experience of a profit generating business
- Proven entrepreneurial experience.
- Proven management skills and the ability to prioritise and delegate effectively whilst remaining calm and ensuring effective cross-team working.
- Successful track record in collaborative working, motivating, supervising, engaging and managing staff at a variety of levels.
- Experience in budget setting, monitoring and interpreting
- Proven record of achieving financial targets and full understanding of how targets impact the overall organisation.
- Excellent verbal and written communication skills as well as a confident, professional manner.
- Exceptional interpersonal skills and the ability to remain approachable, warm and friendly to all sectors of the community.
- The ability to respond effectively to an emergency whilst remaining calm and focussed and ensuring all procedures are followed.
- Commitment and flexibility in approach to work to meet the demands of the post and manage a very busy workload and diary.

### **DESIRABLE SKILLS**

- Knowledge and understanding of the Voluntary Community Sector and how the sector enhances the quality of life for individuals and groups.
- Knowledge of managing a conferencing centre / tenanted business units.