

POSITION VACANT

New Business Manager/ Bid Manager.

Job type: Full time

Salary: £28,000+ [dependent on experience]

Location: Lincoln, UK

Team: Growth team

Reporting to: Head of Marketing

Closing date for applications: 13th August

Overview:

We are looking for a passionate person who wants to contribute significantly to the growth and development of an innovative and social good company; someone who wants to be challenged in a line of work that really impacts people's lives for good, and engage in a fantastic team environment, we'd like to hear from you.

We are recruiting a New Business Manager/ Bid Manager to join our Growth team. You will be working with a highly motivated and energetic team, reporting directly into the Head of Marketing and Strategy.

In this role you'll identify new business opportunities in order to generate revenue, improve profitability and help the business grow.

Key responsibilities:

New business

- Research and identify new business opportunities - including new markets, growth areas, trends, customers, partnerships, products and services - or new ways of reaching existing markets
- Seek out the appropriate contact in an organisation and use available channels to reach out and connect with prospect people and organisations
- Generate leads and maintain a pipeline of prospect people and organisations. Please note: We are not a company that deploys hard sales tactics. Our outbound sales and marketing approach is relationship building and nurturing prospect clients
- Be the lead point of contact for any and all matters specific to new business
- Keep all information up to date on the company Customer Relationship Management system [CRM]

- Maintain an up to date 'pipeline' of prospect clients, keeping accurate records of communications and progress on securing the client's business
- Service multiple prospect clients concurrently, meeting deadlines and operating within budget
- Communicate and respond to clients and prospect clients and enquiries within the customer service time targets set
- Be very knowledgeable about the products and services offered by Social Change UK
- Collaborate with the Head of Marketing and CEO to identify and grow opportunities for the business and help raise the profile of the business externally
- Meet with prospect clients face to face or over the phone/ remotely
- Foster and develop relationships with prospect customers/clients
- Understand the needs of our customers and be able to respond effectively with a plan of how to meet these needs
- Have a good understanding of the businesses' products or services and be able to advise others about them
- Request feedback on unsuccessful quotes, tenders, proposals and action or communicate feedback
- Work with the Head of Marketing to implement the outbound marketing strategy, which you will be responsible for implementing
- Prepare PowerPoint presentations and pitch documents and work with the creative team to ensure our communications are to a high standard
- Forecast and track sales data and key account metrics [e.g. quarterly sales results and sales/ pipeline forecasts] and present your findings to senior management/the board of directors
- Carry out market research and keep up to date with market trends and research organisations to identify new opportunities and new markets
- Report to the Head of Marketing or CEO any concerns, risks or issues that could negatively impact the business
- Assign successful bids/ proposals and accounts won, attending inception meetings and briefing in the account lead, making sure that the knowledge you have gained is transferred to the delivery team and they understand the client aims and objectives, vision, tone of voice, language and style of communication
- Attend seminars, conferences and events where appropriate

Bid management

- Prepare and submit proposals (expressions of interest and tenders) and budgets in cooperation with the internal team as well as external partners or suppliers
- Coordinate the bidding process and prepare bid templates
- Compile company project experience credentials documents, formatted CVs and capability statements, references, certificates etc for bids
- Prepare content for a range of proposals to undertake work
- Create and foster relationships with clients, partners and associates
- Liaise with external suppliers and partners – obtaining CVs, fee rates and information on their availability, keeping them informed of project status, obtaining required documentation and in cases where they are leading the bid, providing required documentation
- Engage with the team to validate approach and methodology, design and pricing assumptions, budget preparation and workplans
- Handling timely submission of applications (digital and physical) in accordance with client stipulations, ensuring quality assurance processes are adhered to
- Reconcile pricing rates with previous pricing for existing clients
- Streamline and improve current processes and activities around pipeline management, and revenue forecasting
- Set up and maintain all credentials and compliance documents for use in proposals.
- Maintain a database of partners and suppliers [using our CRM]
- Develop a repository of templated responses for written proposals and budget calculations
- Develop high-end templates for improved visual proposals
- Develop and maintain company pricing models and company/client rate cards.
- Lead on the outbound marketing strategy working with the Head of Marketing
- Present proposals to prospect clients

Person Specification

- Degree level qualification in relevant field, or equivalent work experience if you do not have a degree
- Experience developing proposals to secure grants and contracts
- Experience coordinating bid teams to deliver proposals, bids, or manage contracts
- Ability to think strategically - seeing the bigger picture and setting aims and objectives in order to develop and improve the business
- Tenacity and drive to seek new business and meet or exceed targets
- An excellent telephone manner for making initial contact and for ongoing communication with customers and business associates
- Interpersonal skills for building and developing relationships with clients
- decision-making skills
- Excellent communication and project management skills to manage clients and partners and gather deliverables from a range of internal and external stakeholders within pressurised schedules, including the ability to multitask and prioritise your workload
- The ability to analyse sales figures and write reports
- A flexible approach to work with the ability to adapt to a fast-paced, ever-changing environment
- Very strong writing skills to be able to construct high quality, complex narratives and convey complex ideas simply and clearly
- Strong numeracy skills and moderate-advanced level of competence using Excel spreadsheets and formulas for financial information including price modelling and budget preparation
- Confident and proficient in IT skills including Microsoft Office
- Ability to work effectively as part of a team.
- Ability to interpret and analyse complex information from a range of sources and present in a succinct and compelling way.
- Ability to think and work pro-actively and creatively under pressure.



How to apply

- Covering letter describing your experience and value you would bring to the role
- CV
- Email both letter and CV to: chloe@social-change.co.uk
- Deadline: 13th August 2021