

# New Business Manager/ Bid Writer.

**SOCIAL  
CHANGE**



**Salary: £34,000 - £40,000**

**Location: Lincoln, Lincolnshire**

## **Are you interested in societal and environmental issues and keen to help solve them?**

We are searching for a New Business Manager or Bid Writer to help us research and write up proposals that deliver positive social change. One week you could work on a proposal to deliver an illicit drugs campaign, the next week a proposal to research smartphone use in children and young people. The topics and issues we work on are varied and require a curious and creative problem solver.

This is a unique opportunity to work with a highly skilled team to craft potential solutions to important issues for clients that include the Government, NHS, Police and household businesses and brands.

The successful candidate will be responsible for overseeing the bid management process, ensuring that all proposals are researched, written up and submitted on time. This role requires a strategic thinker with excellent communication skills and the ability to collaborate with various departments to produce compelling proposals that meet client requirements and are commercially viable.

You will report directly to the Director of Growth and Innovation and will work closely with other members of the senior team, identifying, preparing, co-ordinating and delivering all proposals.

A minimum of two days of the week are required in our Lincoln office. The remainder of the week you are able to work from home.

## Responsibilities

- Scanning and searching for relevant new business opportunities
- Identifying and reaching out to prospective clients that would benefit from our services
- Review all new opportunities and decide if they are a good fit for our business
- Update our Customer Relationship Management (CRM) system [Hubspot] with new opportunities, setting up calls and meetings to progress work
- Meet regularly with the Director of Growth to sign off your work programme
- Conduct research on prospective clients and the topics and issues they would like us to solve
- Work with the Director and Heads of Team to brainstorm ideas and develop and produce high quality proposals
- Work with the team to estimate and price new business
- Write well written proposals that present compelling solutions to topics and issues our clients want to solve, ensuring they are commercially viable and meet the client goals and objectives
- Work with the internal team to design, collate, produce and review the final proposal, ensuring it is error free
- Submitting proposals on time, ensuring all necessary documents are uploaded or sent as required
- Ongoing management of our Customer Relationship Management (CRM) system [Hubspot] and utilisation of software to connect with our clients and prospect clients
- Manage competing deadlines whilst maintaining the highest levels of quality in written work
- Edit and proofread content to maintain high standards of quality and consistency
- Follow up with clients and prospects to secure work
- Follow up with clients and prospects to gather feedback if unsuccessful and feedback on areas for learning and growth
- Attend client or prospect client businesses to pitch or present ideas and solutions
- Negotiate with clients and prospects to secure new business
- Work with the wider team to onboard new clients to the business and provide information to the team that ensures a successful project start and handover
- Attend events and network with businesses, representing the business

## Skills

- Proficiency in Microsoft products such as word and excel
- Experience using CRM systems or similar software
- Strong copywriting skills with the ability to craft persuasive messages
- Excellent proofreading abilities to identify grammatical errors and inconsistencies
- IT literacy and experience of using tender portals is desirable
- Effective communication skills for collaborating with colleagues and presenting ideas clearly
- Strong presentation skills
- Familiarity with proposal writing techniques that engage stakeholders
- Attention to detail with a commitment to fact-checking for accuracy in all content produced
- Ability to maintain a flexible attitude to work tasks and workload
- Ability to manage multiple projects and deadlines simultaneously
- Ability to work on own initiative
- Ability to cope with rejection and bounce back quickly, moving onto new opportunities [resilience]
- Ability to handle objections and negotiate confidently

## Requirements

- Copywriter [or a similar role]
- Experience in customer service
- Strong understanding of sales principles
- Understanding of public sector procurement and experience in the tender process.
- Excellent communication and negotiation skills
- Ability to build rapport with clients and relationship building
- Experience pitching/presenting proposals to clients and prospects

## **Deadline/ close of applications:**

**Monday 6th January, 5pm.**

## **To apply:**

**Please send your CV and a covering letter outlining why you would like this role and how your skills and experience meet the requirements.**

Applications without a covering letter will not be considered.

All applications must be submitted by email to the Director of Growth and Innovation. Application using the INDEED platform will not be considered. Indeed is being used for advertising only.

## **Email:**

**[Alison@social-change.co.uk](mailto:Alison@social-change.co.uk)**

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