



## WORK WITH US

Job Description – Partnerships and Business Development Manager

## **JOB DESCRIPTION**

Contract: Full-time FTC until March 2025 (hybrid working, with 2 anchor days, 1 day flexible)

Responsible to: Head of Alumni Network

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### **PURPOSE OF THE ROLE**

This is a new role that will be responsible for the evaluation and execution of strategic growth opportunities for Help to Grow: Management via collaborative partnerships and commercial opportunities.

You will be joining a growing team reporting to the Head of Alumni and working closely with others across the organisation and our government partners. It also involves communicating and presenting business opportunities internally to key stakeholders and externally to potential partners.

This is an important role that offers the opportunity to help ensure this project's legacy and make a transformative impact for SMEs in the UK.

### **JOB DESCRIPTION**

We are seeking an experienced and enthusiastic Partnerships and Business Development Manager to join our team.

We aim to build partnerships with businesses and Not for Profit organisations to create innovative new ways of delivering support for HTG Alumni. We are seeking out partners who have the vision to think big and go on a journey with us, challenging current forms of delivery, and piloting new ideas that can be scaled nationally.

You will be responsible for the full cycle of partnership development: finding and generating leads; building relationships; writing proposals and account managing existing partners. You will be responsible for supporting partners and find ways to solve process challenges or blockages during projects. You will also gather feedback from clients/partners on their experience working with us to help ensure we continue to deliver outstanding value to Alumni.

### **ABOUT YOU**

We're looking for a self-starter with great interpersonal skills and a strategic view of building partnerships. You'll manage our new business pipeline, ensuring we're maintaining and strengthening our relationships with both prospective and current partners, coming up with fresh ideas and bringing them to fruition, closing deals and ensuring renewals.

## ABOUT US

Announced by the Chancellor of the Exchequer, the HTGM Programme is a nationwide leadership programme available to 30,000 small business leaders over three years up to 2024. On completion of the course each participant will join the HTGM Alumni Network. The Small Business Charter (SBC) and the business schools delivering the programme will maintain engagement with this alumni network through a programme of local, regional, and national events, and an engagement strategy which includes content, communications, and an online network.

The Programme is managed by the Small Business Charter (SBC), part of the Chartered Association of Business Schools (Chartered ABS). The SBC is a national accreditation awarded to business schools for excellence in supporting small businesses, student entrepreneurship, and local economic growth.

Chartered ABS represents the UK's university business schools and supports them to deliver world class teaching and impactful research through lobbying, professional development and sharing of best practice. The team have won numerous awards for our events and other services. To find out more, go to: <https://smallbusinesscharter.org/> and <http://charteredabs.org>.

## MAIN RESPONSIBILITIES

- Establishing innovative strategic collaborations and commercial partnerships with external organisations that can benefit Alumni of the course.
- Working closely with senior stakeholders from across the team to coordinate due diligence, negotiation and contracting with external partners.

## EXPERIENCE

### ESSENTIAL

- At least 5 years' experience working in a partnership building/business development role.
- Building partnerships with external organisations.
- Negotiating and securing commercial contracts.
- Managing multiple projects at once and skillfully balancing priorities under time pressures.
- Experience with account management.
- Experience of proposal writing.

### DESIRABLE

- Partnership development within the both the corporate and NFP sectors.
- Experience in marketing/sales.
- Knowledge or experience of working with government/public sector.

## SKILLS AND ABILITIES:

### ESSENTIAL

- Strong interpersonal skills – good relationship builder.
- Strong public speaker who can draft and deliver a great presentation.
- Fluency in spoken and written English.
- Excellent written and verbal communication – ability to write compelling commercial proposals and present proposals.
- Ability to proofread and edit documents quickly.

- Ability to manage multiple and competing priorities simultaneously.
- Strong research skills, to source potential partners and understand their priorities.
- Desire to develop and undertake training as required.
- Willing to travel and work flexibly.

#### DESIRABLE

- Ability to use other software/tools to build presentations/proposals.
- Strategic thinking around marketplaces, audiences, organisations and stakeholders to reach prospects.

#### **PERSONAL QUALITIES/PROFESSIONAL BEHAVIOUR REQUIRED:**

- Collaborative
- Responsible/Accountable
- Honest
- Transparent
- Responds to new ideas with openness
- Driven by results
- Willingness to be agile and test new approaches
- Commitment to personal development and learning