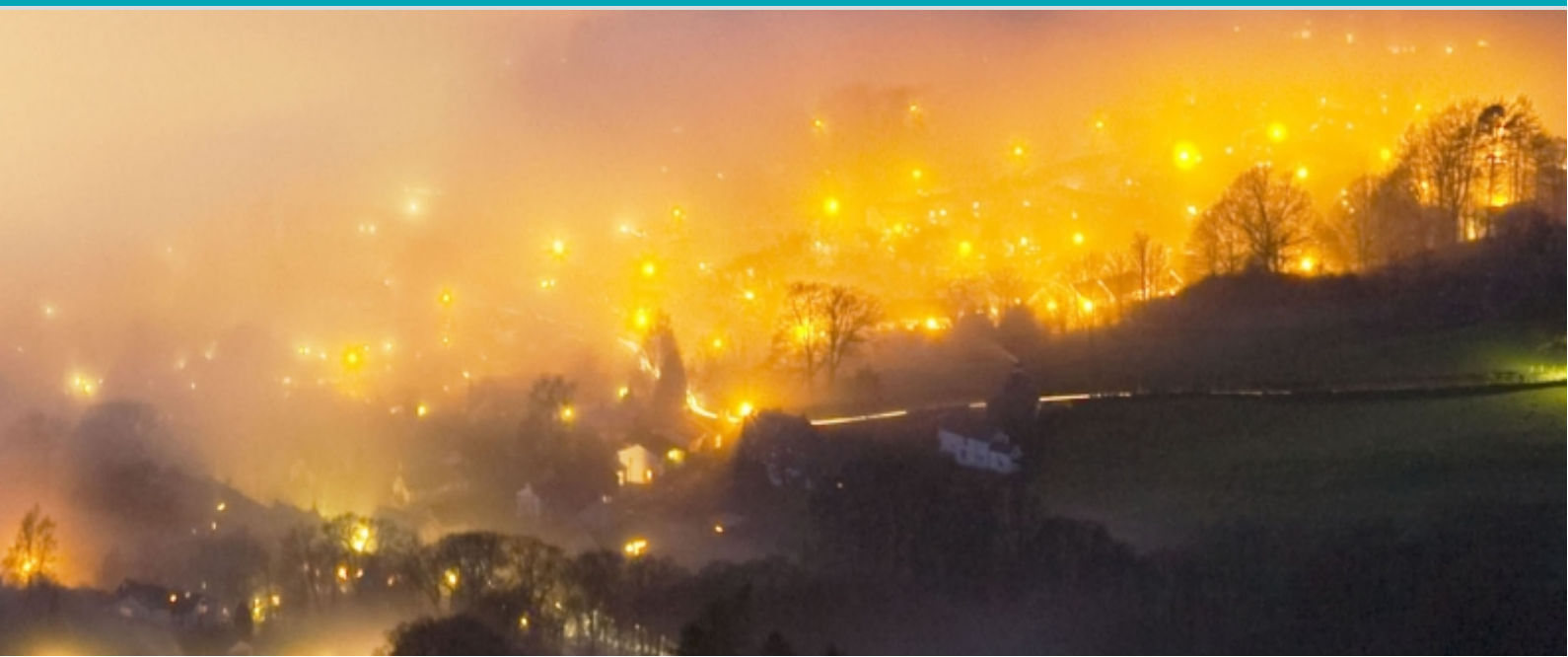




IMPACT

Business Development Support

The small print...





Business Development Support

The small print

Are you looking for an exciting and diverse role in a business development team?

We are searching for a candidate who has expertise in providing exceptional project and administrative support for our busy business development team. You will play a key role in ensuring that we provide world class service to our prospects and clients.

The role has three core focuses:

Management of enquiries

- Working with our Head of Sales, supporting the management of all incoming global enquiries, scoping, initial qualification and inputting contact information into our CRM system
- Managing all incoming sales support requests
- Managing and updating internal systems to record sales data and management information

Management of sales documentation

- Producing professional sales and programme documents/presentations using Microsoft Word, Excel and PowerPoint
- Managing proofreading, formatting, brand management and copy-editing of sales documentation, ensuring high quality deliverables
- Coordinating and producing information for RFIs, tenders and portal management
- Making accessible examples of best practice in sales documentation
- Managing and updating our knowledge management system and other resources on a regular basis
- Assisting with writing basic sales documents in response to enquiries

Coordination and support of sales team

- Providing administrative support to Impact's business development team/activities
- Managing and coordinating team holidays, sick leave, sales team events, weekly meetings, training and external events
- Overseeing the cost management of the sales team's travel bookings
- Managing and updating internal systems to record sales data and management information
- Liaising with marketing on campaigns and helping to support in the set up of marketing events, as well as attending such events when required

Here's some stuff we'd like you to be brilliant at:

- Digital literacy, in particular, proficiency in MS Office (Smartsheet, MS Word, Excel, PowerPoint) – we work on Macs
- Meticulous attention to detail – you will need to correct mistakes and champion quality consistently
- Competent literacy and numeracy skills – you will need to research information, write fluently and present data accurately
- Customer service – providing outstanding levels of customer service to your internal and external clients
- Working under pressure and hitting multiple deadlines, you'll need high levels of personal organisation – there is a lot to juggle
- A self-assured approach: you'll need a warm, calm, easy self-confidence as you'll be building new relationships with our potential clients – you are their first experience of us
- A team player – relationships are at the heart of how we work globally
- Strong personal initiative – you'll need to be on the front foot helping us make everything work
- Open to learning new things – we are all learning all the time, learning is the work

**Business
Development
Support**
The small print

Here's some stuff we're brilliant at:

- The money part – salary is negotiable and competitive (depending on experience)
- Profit share, bonus scheme and non-contributory pension scheme are all in there too
- We're a Great Place to Work® – it's official!
- Wellbeing – health insurance is included in your package
- Inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the Impact Academy or externally) to learn, develop and progress in your career
- Celebrating successes – no matter how great or small
- Caring for each other – we always have each other's backs
- Finding opportunities to support our local communities around the world
- Adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

Would you like to join our team?

We'd love to hear from you if you like the sound of us
and you think we'll like the sound of you!

Apply via our website

