

JOB DESCRIPTION



<p>Job Title: Relationship Development Manager – Education</p> <p>Reporting To: Head of Business Development and Sales - Projects</p> <p>Responsible for: N/A</p>	<p>Department: Projects Department</p> <p>Date: 22nd July 2024</p> <p>Location: Field Based</p>
<p>Job Summary:</p> <p>This position is a National Relationship Development role within our Projects department. The Primary focus of this role is to win business for our Projects department through strategic identification of opportunities, relationship development and account management within the Education Sector and it’s supply chain. As a Relationship Development Manager you will be responsible for the effective delivery of your revenue and profit targets.</p> <p>This will be achieved through lead generation, investigation, opportunity, and relationship development with new and agreed existing customers. You will be responsible for tactically & strategically growing the number of education project opportunities available to the business. This will require creating and executing effective plans to generate leads, identify opportunities, promote our solutions and services through specific agreed existing and new routes to market.</p> <p>You will endeavour to build relationships with new, and agreed existing, education establishments, groups, and trusts, in addition to organisations that also operate in the Education sector such as Specifiers, Main contractors, FF&E companies and other potential customers. Securing sales/contracts for projects with these organisations is a key component of the role.</p> <p>You will need to be an effective team worker and equally excellent at time management, effectively juggling competing priorities. You will be a key face of the business during the prospecting and opportunity winning cycle of projects in addition to post completion account management. You must represent our Company effectively whilst ensuring that customer needs are understood, expectations are managed well and agreed deadlines are met.</p>	
<p>Key Responsibilities:</p> <p>To find, qualify, pursue and close profitable new business opportunities for the Company in accordance with the business targets and your allocated budget. In addition, you will be focused on account management of key customers in the education sector in order to maximise sales and win repeat business through developing effective relationships.</p>	
<p>Main Tasks:</p> <p>Your key tasks and responsibilities can be characterised as true “new” business development and account management as further, but not exhaustively, set out below:</p> <ul style="list-style-type: none">• Be a high performing individual and team member• Be passionate about high quality and best value• Embrace and promote our Company Culture & Core Values, personally, within your team, the department, and throughout all internal and external interactions• Identify, qualify, develop and close new commercially viable business opportunities• Utilising business systems, subscriptions, your own initiative and agreed strategies - Identify, qualify and develop new commercially viable business opportunities• Follow up and maintain business opportunities throughout early stages in the lifecycle of projects• Promote engagement and relationships between customers and the business from an early stage• Follow up on business opportunities and arrange meetings• Carry out effective site surveys as required, capturing client needs, objectives, site dimensions, relevant photos/videos etc in order to enable efficient proposal development in collaboration with assigned project managers and engineers• Plan and schedule your work to ensure that your needs for support are clearly communicated to the Commercial and Engineering teams to enable teamwork in bid/quotation preparation stages• Plan, create and deliver presentations on the benefits of the business to new clients• Plan, create and deliver effective estimates/quotations and related client facing documentation in response to request for budgetary and/or final proposals/quotations	

