

**New Business Development Manager**

**JOB DESCRIPTION**

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| **Title – New Business Development Manager**  |
| **Location -** Mind in Haringey  |
| **Reports –** Head of Business Deveolpment  |
| **Salary -** £20,000 pa – 3 Days per Week – Office and Home Based |

**SUMMARY**

Mind in Haringey is a ambitious mental health charity who have been operating in Haringey since 1984.We are now recruiting for a New Business Development Manager to support the Head of Business Development to increase and manage Mind in Haringey’s growing portfolio of Wellbeing and Mental Health training.The purpose of this new and exciting role is to ensure the long-term sustainability of Mind in Haringey by generating unrestricted revenues that will support the ethos, mission and vision of Mind in Haringey.

This is to provide an innovative and creative approach ensuring the longevity and sustainability of Mind in Haringey by taking to market our suite of Wellbeing and MHFA training/consultancy options supporting and helping employers to manage the wellbeing and mental health of their employees thereby increasing the productivity of any organisation. The focus of the work will be both inside and outside of Haringey.

**RESPONSIBILITIES**

* Project management of the business, assuming leadership across all work streams to ensure success. Define and implement the strategy for growth.
* Taking ownership, hitting/exceeding agreed annual targets within assigned territory.
* Developing and executing a strategic plan to achieve targets and expand our client base.
* Together with Mind in Haringey’s Finance Manager, developing a strategic Business Plan.
* Creating a strong communication and marketing plan.
* Building and maintaining strong, long-lasting client relationships.
* Promotng Mind in Haringey’s training offer through advocacy, presentations, and participation across industry events and forums.

**MANAGEMENT**

* To provide strategic leadership, operational, financial, and managerial leadership for successful delivery of activities and strategic plan and financial targets.
* Reporting, budget development.
* Monitoring, financial transactions.
* Develop a timeline of activities and managing deadlines.

**SKILLS AND QUALIFICATIONS**

* Educated to degree level or have the equilivent experience.
* Consultative business development approach.
* Self-motivated with a results-driven approach.
* Proven experience of a similar or relevant role.
* Excellent knowledge of MS Office.
* Hands-on experience with CRM software is a plus.
* Thorough understanding of marketing and negotiating techniques.
* Fast learner with a passion and commitment to forge change and make a difference.
* A talented and passionate presenter.
* Knowledge of the wellbeing and mental health landscape.