JOB DESCRIPTION

Job title: Corporate Business Development Officer

Reporting to: Head of Endorsements + Corporate Projects Manager

Direct Reports: None

Hours: Full-time – 35hrs per week

Work arrangement: Hybrid – Minimum 3 days in the office once passed probation (3 months)

Salary: £30-35k dependent upon experience

Job Purpose:

The successful candidate will work across two of the income generation departments at Allergy UK, the Endorsements Team and the Fundraising/Corporate Partnership Team. The role of Corporate Business Development Officer will be expected to support both the Endorsement and Corporate Partnership strategies to increase revenue in both departments. The role will have targets that reflect both income generation aspirations. This role will primarily focus on new business generation, converting leads to sales, maintaining corporate relationships, increase corporate sponsorships and support with event management. All of these targets are to increase overall income to the charity. The successful candidate will be fully supported by the Head of Endorsements and the Corporate Projects Manager and will work closely with other members of both teams. It is expected that this role will allocate 3.5 days to the endorsement team and 1.5 days to the fundraising/corporate partnerships team.

This is an exciting, varied and interesting role for an ambitious individual that enjoys sales led work, building relationships with stakeholders and would like to contribute to improving the lives of people living with allergy. The candidate will fully embrace our vision that ‘No-one should die from allergy’ and our mission that ‘Everyone in the UK takes allergy seriously.’

Overview of Endorsement Department

The Endorsements team currently consists of a Head of Endorsements and a Business Development Officer who network with a wider team of independent consultants and testing laboratories
involved in the review and assessment of applications for Allergy UK’s Endorsement Schemes.

We partner with companies who wish to promote products that benefit allergy sufferers and signpost the allergic community to these products. Our awards are granted to products which can be scientifically proven to reduce allergens from an indoor environment or products that have a reduced allergen content.

The Endorsements team sits under Allergy Research Limited (ARL) which is the commercial subsidiary of the British Allergy Foundation. ARL is a non-profit organisation which donates its proceedings to the British Allergy Foundation charity for the running of its vital services and resources.

Overview of Fundraising/corporate Partnership Department

The Fundraising team currently consists of a Head of Fundraising, A Fundraising Officer, an Events & Volunteers Coordinator a Corporate projects Manager and a Youth Engagement Officer (currently vacant). Please see organisational plan for further details.

Over the next 12 months the Fundraising Team are responsible for raising £394,000 from the above disciplines.

The financial breakdown for each discipline is as follows:

- Corporate Fundraising = £190,000. **This role will be responsible for generating £60,000 of this target.**

The rest of the department are responsible for raising:

- Events Fundraising = £20,000
- Trusts and Grants = £158,000
- Individual Fundraising = 26,000

Key Accountabilities:

Priorities for 3.5 days week with the Endorsement team include:

- To liaise with the manager in implementation of the business plan that will lead to increased income and new clients for the Endorsement program.
- To be involved with the generation of income from our endorsement scheme by assisting in the expansion of the scheme for new and existing endorsements.
- Research potential new business markets
In 2021, Allergy UK carried out a major research study to find out how people perceive allergy. Find out more and share your stories at allergyuk.org/its-time.

#itsTimetotakeallergyseriously
Person specification

The successful applicant will be able to demonstrate:

- Ability to develop a broad knowledge base of the charity, endorsement programs and products.
- Confident and effective presentation skills, both written and verbal.
- A highly enthusiastic, pro-active and self-motivated approach.
- A flexible working style in both an office and remote working, as part of a team and independently.
- A professional manner and conduct, with a positive outlook.
- Excellent and effective communication and listening skills.
- Polite, confident with a friendly manner.
- Well organised, thorough with attention to detail and good time management skills.
- Excellent IT skills, experience with handling spreadsheets, and report writing.
- At least two year’s successful business development experience.

Education and Qualifications

- **Essential**
  Good standard of general education.

Experience

- **Essential**
  Sales and Business Development Experience.
  Previous negotiation experience in a commercial environment and ability to convert leads to new business.
- **Desirable**
  Two year’s successful business development experience in sales and/or corporate fundraising.
  Business development experience in a service related sector.
  A proven negotiator, able to develop ongoing relations with external third parties and stakeholders.

Skills and Knowledge

- **Essential**
  Excellent presentation skills written and verbal.
  Confident chasing leads and liaising independently with prospective and existing clients.
  Proficient research skills to review and analyse various markets in order to identify business opportunities.
  Able to track and follow up on a variety of ongoing pieces of work.

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IT and computer literate.

- **Desirable**

While experience of working in the charity sector is not necessary, an understanding of the importance of stakeholder engagement for the benefit of the people the charity services is essential.

**Behavioural Competencies**

- Following instructions and procedure
- Planning and Organising
- Delivering results and meeting customer expectations
- Flexible and Dynamic
- People Orientated
- Learning and Researching
- Writing and Reporting
- Confident and Enthusiastic