

Title: Business Development Manager

Location: Surrey Research Park, Guildford, GU2 7YG with some flexibility to work from home.

Hours: Part-Time – 3 days a week (which can be worked flexibly over 4 or 5 days). There will be a requirement for occasional work outside of normal business hours.

Remuneration: £24,000 - £27,600 per year (FTE £40,000 - £46,000 per year)

About Us

SATRO is an education and skills charity based in Surrey, working across Surrey, Hampshire, Berkshire and South West London.

Our purpose is to raise the aspirations of young people for their future careers, and through access to inspiring people from a wide range of businesses help them develop the skills and confidence to pursue their goals.

STEM is at the heart of what we do, and we define this broadly because of the importance of a variety of different roles to making these businesses a successful part of our regional economy.

Through hands-on workshops, mentoring, vocational training and employability programmes, SATRO connects schools with employers and volunteers to build essential skills, confidence and aspirations for students of all abilities and backgrounds.

About You

You should be passionate, enthusiastic, creative, and a great communicator and story teller.

You will have the skills and experience to raise our profile, build and maintain relationships, and develop the networks and connections that will help us achieve our goals.

You will be encouraged to bring ideas to the table, work collaboratively, and play a part in shaping our future.

You should also share our sense of purpose.

About the Role

The Business Development Manager will play a key role in driving income growth, establishing strategic partnerships, and raising awareness of our brand.

You will be pivotal in identifying and securing new opportunities for partnerships which provide funding or practical support, and cultivating relationships with donors and corporate partners.

Key Responsibilities

Business Development

- Develop and implement a business development strategy to help achieve our goals.
- Identify and pursue new corporate partnership opportunities and income streams including from businesses, trusts and corporate foundations.
- Build and support relationships with key stakeholders including funders, partners, and supporters.
- Collaborate with the programme teams so that business development activities support and enable delivery of their objectives.
- Lead on proposal writing and bid submissions for funding opportunities.
- Support the creation of compelling content for campaigns, reports and donor communications.
- Monitor and report on performance against income targets and KPIs.

There will be occasions when to make the most of business development opportunities you will need to represent the charity at networking events, conferences, and meetings.

We work collaboratively and flexibly as needed to support one another and so there will be occasions when you will need to help prepare for charity wide activities where required to meet the charity's goals and commitments.

Person Specification

Essential:

- Proven experience in business development, income generation and communications.
- Strong networking and relationship-building skills.
- Excellent written and verbal communication skills, with the ability to craft persuasive proposals and engaging content.
- Experience in writing successful funding proposals and bids which have secured at least five figures.
- Experience of promotion via digital channels, in particular LinkedIn.
- Experience of collating and translating impact data into meaningful stories.

Desirable:

- Experience of working in or with the charity or nonprofit sector.
- Knowledge of STEM industries and education.
- Experience with CRM systems and fundraising databases.

- Understanding of charity governance and compliance.

Personal Attributes

- An effective and confident communicator, comfortable engaging with people from a variety of organisations and backgrounds.
- Able to work independently and as part of a team.
- Well organised, efficient and comfortable managing a number of competing demands, sometimes with tight timeframes.
- Motivated and willing to take the initiative.

What We Offer

- A supportive and passionate team environment.
- Opportunities for professional development.
- Flexible working arrangements.
- 28 days annual leave plus Bank Holidays (pro rata)

Safeguarding

As an organisation that works with young people and in schools, we follow the Safer Recruitment in Education process so all applicants need to complete an application form.

The successful applicant will be required to have an enhanced DBS check.