

BUSINESS DEVELOPMENT MANAGER - JOB DESCRIPTION – March 2017

Company:	IMC Worldwide Ltd	
Address:	64-68 London Road Redhill Surrey RH1 1LG	
Job title:	Business Development Manager (Principal Consultant level)	
Responsible to:	The Managing Director	
Responsible for:	Business Development Consultant	
The role:	<p>You will have a proven track record of producing successful, high quality tenders and proposals and the ability to identify and build strong relationships with donors, and other key stakeholders. You will build pipelines of opportunity leading the Business strategy for future business.</p>	
Main responsibilities:	<ul style="list-style-type: none"> • Develop and implement an annual Business Development plan for the Company. • Work with the Regional Directors and Business Stream Leaders to develop and implement business development plans for the regions/service areas. • Prepare an annual marketing budget and manage the budget throughout the year. • Strengthen the Company's business development and marketing processes, systems and procedures including: the marketing and contacts database; knowledge database and management; CV capture and database management; lead identification, selection and management; lead and opportunities pipeline; etc. • Maintain a cycle of business development activities including the identification and cultivation of potential clients, market research, preparing marketing strategies and plans, marketing visits, presentations, attendance at conferences and seminars, delivering and publishing papers and generally maintaining for the Company a high profile presence in the market. • Strengthen the processes, systems and procedures to improve the quality and speed of preparation of expressions of interest, pre-qualification documents and proposals for opportunities and ensure continuous improvement. • Prepare and oversee the preparation of expressions of interest, pre-qualification documents and proposals ensuring high and consistent standards are maintained throughout. • Cultivate and manage relationships with existing and potential key clients, strategic partner firms and independent consultants. • Organise and implement a client and partner care program including: client satisfaction/feedback surveys, client and partner development activities, and client and partner events. • Contribute to the planning, management and development of the Company. • Ensure technical standards are being maintained, QA procedures are being followed and appropriate health and safety standards are being adhered to. • Assist with the identification, selection and appointment of suitable permanent and 	

	<p>retained staff to grow this business organically.</p> <ul style="list-style-type: none"> • Conduct reviews of projects, ensuring that any lessons learnt are appropriately disseminated and acted upon. • Work closely with the Communications team to produce high quality focussed marketing materials and communications to promote IMC in our markets.
<p>Environment:</p>	<p>IMC Worldwide Ltd (IMC) is a UK-based leading, independent consulting company with more than 60 years of experience in international development. We operate around the world, delivering a range of projects and programmes, operating in conjunction with donor organisations, government agencies, local authorities, NGOs, the private sector and directly with communities themselves. Our work addresses the world’s foremost development challenges in the fields of environmental management, disaster mitigation, infrastructure, engineering and social development - frequently operating in regions affected by crises and conflict. IMC’s head office is located in Redhill, Surrey, with around 90 permanent staff and a further 13 permanent staff working for us at overseas locations. We also contract about 120 fixed-term contract professional staff around the world.</p> <p>IMC Worldwide is currently working in more than 20 countries across Africa; South, South East and Central Asia; Eastern Europe; the Middle East; and the Caribbean, delivering specialist consulting services to central governments, donor organisations and private sector corporations in developing and transitional countries, in particular in relation to development, management and infrastructure. We work across a diverse range of sectors and disciplines to help address some of the most difficult development problems and barriers to poverty reduction. We work with all of the major international development agencies throughout the world including DFID, EU, EIB, EBRD, World Bank and ADB.</p> <p>Though our background is in the transport sector we provide a full range of professional consulting services including:</p> <ul style="list-style-type: none"> • Infrastructure and engineering • Road safety • Transport sector policy and planning • Disaster Preparedness and Reconstruction • Organisational Change • Economics and private sector • Project and Programme Management • Environmental Management • Energy and Climate change • Resource centres and frameworks • Governance and anti-corruption • Social Development • Monitoring and evaluation • Inclusive Growth <p>Please go to http://www.imcworldwide.com/about/ to read our annual review.</p>
<p>Department information:</p>	<p>This is a new role. The post holder will work closely with all areas of the business as well as managing the part time Business Development Consultant.</p> <p>The working environment is professional, collaborative and welcoming with a focus on ensuring the very best level of support services to our staff.</p> <p>You will be based at IMC office’s in Redhill. The offices are close to Redhill train station. There will be overseas travel associated with this role.</p>

<p>Terms and conditions:</p>	<p>Hours of work – Full Time working hours are 37.5 per week.</p> <p>Salary – Dependent on experience</p> <p>Annual Leave – 5 weeks annual leave plus public holidays. The holiday year is 1st January – 31st December.</p> <p>Benefits – Cycle to work scheme, buying and selling of annual leave scheme, health cash plan scheme, life assurance, Company pension scheme, medical insurance, limited free parking. IMC also provide free refreshments and fruit.</p> <p>There is also a non-contractual bonus system payable annually depending on performance.</p> <p>We are also close to a railway station with easy links to London, Gatwick and the South Coast.</p>
<p>Closing date for applications :</p>	<p>The closing date for applications is Monday 24th April at 9am.</p>

PERSON SPECIFICATION: Business Development Manager

		<p>Essential</p>	<p>Desirable</p>
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Qualifications, understanding & training:	<ul style="list-style-type: none"> Degree in a relevant discipline 	X	
	<ul style="list-style-type: none"> Masters in a relevant discipline 		X
Experience:	<ul style="list-style-type: none"> Extensive experience of Business Development and winning work 	X	
	<ul style="list-style-type: none"> Knowledge and experience of Business Development within International Development 	X	
	<ul style="list-style-type: none"> Knowledge and experience of Business Development in challenging markets and conflict states 	X	
	<ul style="list-style-type: none"> Familiar with the procurement process of major IFI:DIFID, EU, EIB, EBRD, World Bank, ADB, MCC and USAID 	X	
Abilities & skills:	<ul style="list-style-type: none"> Strong technical ability 	X	
	<ul style="list-style-type: none"> Strong project management/sales pipeline skills 	X	
	<ul style="list-style-type: none"> Good marketing skills 	X	
	<ul style="list-style-type: none"> Commercial thinker 	X	
	<ul style="list-style-type: none"> Excellent organisational skills and the ability to meet deadlines 	X	
	<ul style="list-style-type: none"> Good IT knowledge including Microsoft Office, databases and Project Management systems 	X	
	<ul style="list-style-type: none"> Good attention to detail and ability to carry out administrative tasks 	X	
	<ul style="list-style-type: none"> Excellent written and verbal communication skills and an ability to express ideas with confidence and conviction 	X	
	<ul style="list-style-type: none"> Ability to manage others 	X	
	<ul style="list-style-type: none"> Tenacity 	X	
	<ul style="list-style-type: none"> Effective and Innovative flair 	X	
	<ul style="list-style-type: none"> Self- starter and entrepreneurial attitude 	X	
	<ul style="list-style-type: none"> Confidence and enthusiasm 	X	
	<ul style="list-style-type: none"> Good interpersonal skills; 	X	
	<ul style="list-style-type: none"> Good negotiation skills 	X	
	<ul style="list-style-type: none"> Flexible and with an ability to adapt appropriately within various situations. 	X	
	<ul style="list-style-type: none"> Co-operative , collaborative and supportive team player as well as the ability to work on own initiative 	X	
Personal:	<ul style="list-style-type: none"> Self-motivation and pro-active attitude 	X	
	<ul style="list-style-type: none"> Desire to make a difference in International Development 	X	
	<ul style="list-style-type: none"> Flexible and adaptable attitude to meet the needs of the role 	X	
	<ul style="list-style-type: none"> Commitment to IMC's objectives and values 	X	
	<ul style="list-style-type: none"> Excellent work ethic 	X	