BUSINESS DEVELOPMENT DIRECTOR

ROLE PROFILE

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| **JOB TITLE:** | **Business Development Director** |
| **COMPANY:** | **One Stop Business Finance Limited** |
| **LOCATION:** | **South** |
| **REPORTS TO:** | **Managing Director OSIF** |
| **DIRECT REPORTS:** | **Business Development Managers** |
| **SALARY** | **Dependent on experience** |

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| **PURPOSE OF THE ROLE:** |
| * Coach, manage, lead and inspire the team of Business Development Managers to deliver your team sales targets, as well as those of OSBF. * Recruit and retain a team of client-orientated business development professionals. * Proactively seek new clients and revenue for the company and effectively convert opportunities from your own network to deliver your own personal targets. * Maximise business opportunities by following best practices. * Create a world-class template for the appointment of future BDDs. |

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| **KEY RESPONSIBILITIES AND ACCOUNTABILITIES:** |
| * Delivery of your own and your team targets, ensuring you are spending at least the equivalent of one day per week on your own business development. * Introduce new business to brokerage to improve your opportunity to gain more points. * Delivery of OSBF sales and gross margin targets, to exceed the annual budget and strategic plan. * Ensure that you and your team contribute to the funding requirements of the business by sourcing new funders. * Provide strong leadership which aligns with the ethos of OSBF. * Recruitment, retention and professional development of the Business Development team by: * Directing the BDMs to build and maintain a level of new enquiries, identifying and securing opportunities for new business and contacts. * Conduct sales meetings with prospective clients when required; sanity check enquiries for initial sanction of the facility; chase outstanding enquiries and paperwork on deals; manage sales team meetings and regular (minimum monthly) 1:1s with the BDMs. * Ensuring that quarterly reviews are undertaken with the BDMs and more formally documented biannual appraisals, reporting outcomes to the MD following each meeting. Providing additional support for underperformance to assist them in performing to the expected requirements. * Hold quarterly sales team meetings to share best practices and further develop understanding of our product offering, providing output reports to the MD. * Direct and manage the Business Development Team to build and maintain new and existing relationships with introductory sources, for example clients, banks, lenders, accountants, finance brokers and insolvency practitioners etc modelling these behaviours within your own network. * Ensure responsible lending criteria are met at all times. * Develop relationships with internal and strategic partners such as the exec team, operations, finance and external strategic partners such as firms of accountants, lenders, brokers, executive coaches and insolvency practitioners. * Ensure continuous and effective use of Pipedrive to manage your own contacts and opportunities as well as those of your team. Providing reports to the exec team, updating regularly on the expected outcome for the quarter. |

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| **Commercial Awareness**  Develop knowledge and understanding of the asset-based finance industry including OSBF products and services, clients, competitors, introducers, risks, client industry and markets |
| **Teamwork**  Support and liaise with all other OSBF staff |
| **Marketing**  Promote and represent the OSBF brand and services professionally; demonstrate you are an ambassador for OSBF |
| **Reporting**   * Consistently provide accurate information to the Finance function toassist in the production and completion of weekly and monthly sales analysis and reports * Ensure that you and the BDMs update Pipedrive regularly and in a timely manner * Ensure that you and the BDMs prepare Credit Papers, Heads of Terms and Projected Returns Calculators to the required standard * Ensure that you and the BDMs maintain real time and up to date records on the server for all live clients and enquiries, by updating Pipedrive at the end of each day, as required. |
| Any other duties or projects commensurate with the level of responsibility of this role, for which the role holder has the necessary experience and/or training |

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| **KEY SKILLS:** |
| **Communication skills**  Maintain high-level professional conduct with internal and external customers and introducers via face to face, telephone, email and written communication |
| **Relationship building – establish rapport**  Establish and maintain a professional + ‘expert’ relationship with introducers, prospective clients, internal and external customers. Understand and show interest in client’s business and actively demonstrates being pivotal in the relationship between Operations and Sales |
| **Listen and interpret information**  Good listening skills, understand how and when to action information, and how and when to delegate to the appropriate person |
| **Understand needs and provide excellent customer service**  See things from prospective clients, introducers, internal and external customers point of view; identify their needs and have a proactive approach to building and maintaining relationships |
| **Attention to detail**  Meticulous and tenacious in ensuring all work produced is accurate |
| **Develop solutions and problem solve**  Recommend appropriate and flexible solutions |
| **Take initiative**  Take responsibility for actions, seek opportunities to create new leads; manage time, prioritise work and plan ahead |
| **Numerate**  Demonstrate an ability to work with numbers and structure deals |
| **IT skills**  Intermediate Excel knowledge, good keyboard skills and competent user of other Microsoft Office programs including Power Point |
| **Commercial awareness and product knowledge**  Use, develop and sell OSBF’s products and processes; be proactive in acquiring knowledge of products |
| **Legal awareness**  Understand the importance of legal documentation and the impact on OSBF of ensuring these are correct |

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| **KEY BEHAVIOURS:** | |
| **Take Initiative** | You proactively identify issues or problems; take accountability and seize opportunities; take or initiate appropriate actions unprompted |
| **Able to work on own** | You demonstrate independence and that you are self-motivated with an ability to be well organised, efficient and self-disciplined; you cope well with the demands of the job and manage your time effectively |
| **Confident** | You have self-belief in your capability to deliver your role |
| **Drive to achieve results** | You strive to achieve and exceed the desired outcome in the most appropriate manner |
| **Create Solutions** | You identify the root cause of a problem and produce a range of solutions using insight and creativity; you carry it through to resolution by making informed, logical, well-reasoned and timely decisions and seek opportunities to add value to the business |
| **See the Bigger Picture** | You think clearly and rationally, see the ‘bigger picture’ and harness ideas and opportunities to achieve OSBF's objectives. You recognise and take advantage of new opportunities for OSBF |
| **Team Player** | You contribute to effective team performance through co-operating, supporting, openness and commitment. You adapt to others needs and build team spirit |
| **Adaptable and Flexible** | You sustain a high level of effectiveness during times of change by adapting behaviour and approaches to changing circumstances. You are willing to accept additional and changing roles, responsibilities and tasks |
| **Integrity and Commitment** | You maintain consistent and professional standards and show enthusiasm and loyalty to OSBF, its vision and values internally and externally |
| **Inspire others** | You naturally encourage and support others to develop confidence, capability and to realise their own and others full potential |
| **Be Yourself** | You show your personality and individualism to be ‘who you are’. You uphold and promote clear strengths and personal values that complement OSBF's values. You enjoy work and have fun whilst balancing business needs |
| **Positively Influence Others** | You make positive and strong personal impressions on others and adapt your approach in order to effect the development of people and the business by persuading, convincing or negotiating. You gain commitment and agreement from others |
| **Approachable** | You are easy to talk to or deal with, friendly, easy to meet, converse and do business with |
| **Customer focused** | You identify, understand and prioritise the needs of internal and external customers to provide the highest standards of service by responding effectively |
| **Assertive** | You stand up for yourself, others and OSBF - you make sure that others' feelings are considered and communicate clearly whether the news is good or bad |

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| **REQUIREMENTS OF THE ROLE:** |
| * **Experience –** proven experience of leadership in sales-related environment. Track record of successful delivery in a high-pressure role. * **Skills –** People management skills are critical. Great planner and organiser. Customer service skills and ability to work alone whilst being a team player.Highly numerate and literate. IT- Microsoft Office, in particular Excel. * **Qualifications –** Educated to at least A Level standard and pass OSBF Intelligence test * **Full driving licence** |