

Account executive

Job purpose

- To contribute to the income generation targets for the partnerships team
- To recruit mentors and advisory board members to volunteer on our programmes
- To support positive and productive partnerships through relationship management of a portfolio of organisations
- To support the senior partnerships managers and director by ensuring the smooth operations of the team, including reporting, financial, administration and events management
- To maximise the impact of Be the Business's work by multiplying our reach and activities through partnerships

Key responsibilities

Business development

- To secure income for Be the Business, either in cash or in kind, to contribute to the organisation's overall income targets and to meet its delivery goals
- To recruit mentor and advisory board members to work on a voluntary basis as part of our programmes ensuring sufficient volunteers are available for the SMEs participating in the programme
- To work closely with the programmes teams to manage the pipeline and flow of mentors and advisory board members to ensure they have a good experience and the programme runs smoothly

Account management

- To manage the relationship with a portfolio of partners providing us with programme support e.g., through the supply of mentors or advisory board members
- To support the senior partnerships managers in their relationship management, attending meetings, following up actions and assisting with the production of collateral as required
- To manage elements of delivery for major partnerships as required, you may be asked to take on responsibility for particular areas of our partner work, as delegated by senior partnership managers

Reporting and data management

- To keep our CRM system (Salesforce) up to date with existing, pipeline and lead opportunities for your relationships. To do this weekly and be across all data to be able to answer ad hoc requests from across the organisation as required
- To ensure we are able to report against both relationship status and financial position through our CRM or other data strategy approved systems

Administrative support and events management

- Work in collaboration with the other account executives in the team to provide administrative support to the senior partnership managers and director. To include, but not be limited to: arranging complex or multi-party meetings with external partners, organising agendas and actions/minutes for meetings where required, to prepare papers for steering committees with partners.

- To work with teams across the organisation to arrange events, both virtual and in person, including managing the invitation process, responses and logistics and participating in working groups as required
- To run one or more taskforces working closely with the senior partnership manager responsible. To arrange meetings, circulate papers, ensure agendas are finalised and actions followed up

Financial management

- To ensure invoices, payment orders and other financial documentation are completed in a timely manner
- To communicate with partners to ensure payments are made on time and as expected
- To work with the finance team to ensure that processes and procedures for tracking and reporting of payments run effectively and efficiently for the partnerships team

Operational responsibilities

- Represent the partnerships team on cross working teams and groups as assigned to you by the partnership director
- Engage with the organisation in a positive and constructive manner to improve the quality and impact of our work for both our beneficiaries and our partners

What we're looking for:

- Experience of lead generation and/or business development
- Experience of managing relationships with external partners
- Experience of using CRM systems
- Experience of working with multiple teams within an organisation to manage delivery against objectives, particularly in collaboration with others to ensure targets are met
- Efficient organisation skills and an ability to pay attention to detail
- High-quality presentation and verbal communication skills
- Proven ability to successfully manage a range of projects and responsibilities simultaneously
- Excellent negotiation and interpersonal skills
- An ability to manage the expectations, demands, and priorities of multiple internal and external stakeholders

What we're offering:

- Competitive salary plus benefits package
- 30 days holiday plus public holidays (pro-rated for part time)
- Ten per cent contribution into a pension scheme
- A rewarding job with the opportunity to have your voice heard and really make a difference
- We're a mission-driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy

This is a full-time permanent role. Our office is based in Barbican London, but we are currently working remotely. When you are required to travel to the office, travel expenses are not paid for by Be the Business.

To apply, please send your CV and covering letter setting out how you believe you meet the needs of what we are looking for to careers@bethebusiness.com.

The closing date for applications is 19 December 2021. Applicants must be able to and be entitled to work in the UK.

Be the Business is committed to improving the diversity of British businesses and to leading from the front in its own attitude towards diversity and inclusion. It welcomes and encourages applications from a diverse range of candidates. For our full diversity and inclusion statement click [here](#).