CLUB FOUNDED 1839

Sussex County Cricket Club

Job Description

Job Title:	**Business Development Executive**
Reports To:	**Business Development Manager**
Hours:	**Full-time 35 hours per week + match days**
Remuneration:	**£20K basic + target related bonus/commission**

Role Purpose

To work closely with the Business Development Manager to identify and develop new markets and business opportunities across the portfolio of match and non-match day products and services, with a specific focus on conferencing and events.

Key Responsibilities:

- Working with the Business Development Manager to design and implement a strategy for identifying, prospecting and engaging with potential new clients
- Visiting and telephoning potential clients to prospect for new business
- Taking advantage of professional networking opportunities to pro-actively seek out new business
- Working with the Business Development Manager to gather market prospecting data and customer intelligence
- Representing the Club at corporate and networking events
- Negotiating and agreeing the terms of business with new clients
- Recording and reporting business development activities using the Club's contact management systems

April 2013

Sussex County Cricket Club
Personnel Specification

Essential Criteria	
1. Education	
	• Degree or equivalent
2. Experience	
	• Experience in a client-facing environment • Proven ability to build and maintain client relationships • Appreciation of working in a target-driven organisation • Proven sales experience
3. Skills & Knowledge	
	• Excellent presentation and negotiation skills • Commitment to delivering outstanding client service • Articulate communication skills, both written and verbal • Ability to develop client relationships using emotional intelligence • Thorough understanding of the business benefits of social media (Twitter, Linked-In etc.) • Ability to organise and manage your own time effectively • Proven record of influencing client relationships at a senior level • Competent IT skills to include experience of: ➢ Producing clear written communications in Microsoft Word ➢ Producing and analysing data in Microsoft Excel ➢ Email applications such as Microsoft Outlook
4. Personal Qualities	
	• A high level of enthusiasm, with a desire to succeed • Self-motivated , with a proactive approach to work • Comfortable engaging and developing client relationships at a senior level • A team player • A professional attitude and appearance • Articulate and amenable, with a sense of humour • A positive approach with a “can-do” attitude • Thrives on working under pressure • Integrity and honesty • Sound commercial awareness • Flexible approach (working hours and patterns of work to include weekend working) • Willingness to embrace the Sussex County Cricket Club values: honesty, enjoyment, selflessness, respect and drive

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Business Development Executive

Sussex County Cricket Club
Full-time 35 hours per week + match days

£20K basic + target-related bonus/commission

A rare and exciting opportunity has arisen to work for one of the most successful Cricket Clubs in the country. We are looking for a highly motivated sales person with a proven track record of success to grow our commercial revenue within all areas of the business. The role is diverse and will involve selling our corporate portfolio which includes anything from hospitality, match day sponsorship through to program advertising. This is a fantastic opportunity for a strong salesperson looking for career progression into the sporting environment. Proven sales experience (minimum 2 years) is essential and contacts within the Sussex area would be useful but this is not essential.

For further information regarding the role, please visit our website at www.sussexcricket.co.uk or contact Kay Gunn, Head of HR & Client Services on 01273 827146 or via email at Kay.Gunn@sussexcricket.co.uk

To apply, please send a covering letter setting out how you meet the requirements of the person specification along with your CV to Kay Gunn

Closing date for applications: 4pm on Thursday 9th May 2013

April 2013