

JOB DESCRIPTION

Job title:	Business Development Coordinator
Reporting to:	Managing Consultant (Business Development)
Type:	Permanent, full-time
Location:	The post holder will be home-based with some travel to SUMS head office in Reading and to client university sites as required.
Salary:	From £40,000

The organisation:

The SUMS Group is a not-for-profit charity and Higher Education specialist. A membership organisation with a community of more than 170 institutions, SUMS is the expert partner of choice for universities, delivering tangible, sustainable impact through high-quality consulting and procurement services.

Job purpose:

The company has enjoyed a sustained period of rapid growth, which looks set to continue. We're seeking a dynamic, proactive individual to help coordinate our next phase of growth – both in the UK and internationally.

The purpose of the Business Development Coordinator is:

- To develop, maintain and continuously refine high-quality bid response and promotional materials, designed to further improve the bid success ratio.
- To source and assess leads for relevant new business opportunities.
- To coordinate and project manage the tender response/bid proposal process.

Main duties and responsibilities:

1.	To be responsible for searching for relevant new business leads from a wide range of sources. This will include Higher Education and other aligned sectors, both in the UK and internationally. This will include public tenders and other notices, along with gathering and maintenance of 'soft' intelligence.
2.	To assess the suitability of SUMS Consulting and SUPC to fulfil the leads, matching our skills, capabilities and experience with the selection criteria. To work with the consulting team in assessing whether the requirements and timescales for delivery expressed in requirements and selection criteria are realistic and achievable.
3.	To guide colleagues through the business development assessment process, making recommendations on whether to proceed to the bid stage.
4.	To coordinate and project manage the creation of tender responses and bid proposals. This will include: <ul style="list-style-type: none"> • devising a new end-to-end business development process; • completing standard elements of responses; • coordinating responses by colleagues to specialist questions/requirements; • quality assurance of submissions for accuracy and consistency; • ensuring high quality visual presentation of submissions.
5.	To work with consultants and procurement specialists to devise, maintain and continuously improve model answers to key tender questions.
6.	To work with consultants and procurement specialists to create case studies in multiple formats.

7.	To prepare pitch presentations, including creating and maintenance of suitable on-brand assets and ensuring presenting colleagues understand their roles and are well-rehearsed. To present at pitch meetings when required.
8.	To brief marketing and communications colleagues to devise a marketing plan to support business development, create relevant and timely marketing assets to promote the SUMS Group and its divisions to external stakeholders.
9.	To keep up-to-date with higher education sector developments and inform service line development, working closely with the Head of SUPC and the Managing Consultant (Service and Product Development).
10.	To support the hosting of SUMS Group events, both online and in-person.
11.	To work with colleagues in finance and operations to provide input to relevant processes and systems development projects
12.	To undertake other duties as determined by the Managing Consultant (Business Development).

The person:

Our Business Development Coordinator will be very well organised and have experience of managing complex processes and projects. They will have a keen eye for detail. They will be able to sniff out opportunities and help to prioritise them. They will have excellent written and verbal communication skills and be able to add polish to our bids and proposals. They will be highly motivated, have a good understanding of and passion for Higher Education, be values-driven and committed to personal learning and development.

Benefits:

- Flexible working
- Generous holiday allowance of 38 days, including bank holidays and closure days
- Participation in a company pension plan
- A dynamic work environment where new ideas and innovations are welcomed
- Investment in the development of your competencies, with guidance and support
- The opportunity to support a values-focused sector
- Outstanding contributions recognised through a bonus scheme

How to apply:

If this sounds like you, please contact David Becker, Managing Consultant (Business Development) at d.becker@reading.ac.uk – we look forward to you being an essential part of our team.

Equal opportunities:

SUMS is an equal opportunities employer and we recognise the value that diverse backgrounds and experiences bring to our work and our organisation. Some identities are still typically under-represented in the workplace and we particularly encourage you to apply if that might be you.