

Business Development Manager

Job Description and Person Specification

Position Details

Position: Business Development Manager	Department: Commercial	Reporting to: Commercial Manager
Salary: £30,000 - £34,999	Contract: Permanent	Hours per week: 37.5, 5 out of 7 days

Overall Objective: To increase turnover and profit by securing the business of new customers and increasing investment for existing customers.

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<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> • To increase revenue against individual sales targets with new and existing customers. • To deliver a monthly call plan as agreed with the line manager. • To manage clients ensuring packages are delivered sure all clients are aware of the new business opportunities available to them. • Manage MK Dons SET Friends of the Trust sales and activity. <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • To conduct sales calls to existing and potential clients increasing the MK Dons client base. • To meet and tour prospective new clients around the Stadium MK facilities and present the variety of opportunities available to prospective new clients. • To build relationships with new and existing clients including the management of client accounts, maximising additional spends where possible. • To build a client base to include new and existing customers including keeping up to date records, actions, administration of agreements and to liaise with accounts on overdue payments. • To assist in the delivery of a fantastic experience to all casual and seasonal hospitality clients. • Manage the matchday preparation process, including area branding and literature distribution. • To manage a variety of sales projects which contribute to the development of new campaigns to generate new and increased 	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Smart, outgoing, confident personality, and enjoys meeting new people. • Computer literate. • Driving license. • Passionate about sales. • Able to work both as part of a team and on own initiative. • Energetic with a will to succeed. • Confident in presenting to prospective clients. • Good negotiation skills. • Able to adapt to a variety of people both during the sales and process on a match day. • Flexible around working both working hours and days. • To be available for all home matches. • Be available for club events where required. • Able to work under pressure. • Interest in football.

revenue.

- Be an active part of the commercial club events, both in sales and planning, as well as the event itself.
- To actively seek and identify new business for MK Dons and deliver new revenue streams.
- Share contacts and prospects with other departments within the business.