

## BUSINESS DEVELOPMENT EXECUTIVE

<b>Duration:</b>	Permanent
<b>Salary:</b>	£32,000 per annum
<b>Job Level:</b>	Level 5
<b>Hours:</b>	35 hours per week. Other flexible arrangements will be considered
<b>Disclosure Level:</b>	Basic. This role involves no direct or indirect work with children
<b>Reports to:</b>	Business Development Team Lead
<b>Location:</b>	1 Westfield Avenue, London E20 1HZ and working at home.

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

### ABOUT THE TEAM

The award-winning Corporate Partnerships team secures and manages long term, multi-million-pound partnerships with major UK headquartered companies including easyJet, Unilever and Arm. The team has ambitious plans for growth by adding to and growing our portfolio of truly strategic and pioneering corporate partnerships.

We firmly believe that companies can play a crucial role in changing the world for children; we are motivated by this and are working in increasingly diverse and integrated ways with our partners to make this change a reality. We are doing that through shared value partnerships; it is about more than financial investment, we are calling on their skills, expertise, and in-kind support to accelerate change for children.

### ABOUT THE ROLE

The role of Business Development Executive sits in the Business Development function of the Corporate Partnerships team and provides support across team. This is a fantastic opportunity for an ambitious, commercially minded fundraiser to join our globally recognised Business Development team and co-create innovative, shared value corporate partnerships. We are looking for a strong communicator who is driven, highly organized and commercially minded to add value in this new position for the team.

You will be responsible for supporting all elements of the business development process. This includes prospecting, outreach and proposition development, across the teams' highest value sectors such as Healthcare, Finance and Technology, which are led by the teams' three Business Development Leads. In addition, you will own partnership opportunities in a sector or sub-sector e.g., Retail or Beauty, identifying, nurturing, and cultivating your own multi-year partnerships. This work will support the team's ambitious income targets in 2025 and is a unique opportunity to have tangible impact in different areas of the business development process. Lastly, you will coordinate key activities, meetings and processes across the team, including the continuous development of our business development materials, ensuring we stay ahead of sector trends and drive growth through the use of our digital tools. This highly varied role will give the successful candidate extensive knowledge of strategic private sector engagement at a leading international organisation.

## What we will expect you to achieve

- Support the end-to-end business development process across all high-value sectors, supporting the Business Development Team Leads to develop innovative, multi-million-pound partnerships.
- Prospect, cultivate, and develop multi-year corporate partnerships (£100k or more year) in a given sector or sub-sector, as well as fundraising for sudden onset emergencies.
- Lead the refinement and continuous development of the team's core materials e.g., pitch decks, proposals, thematic & commercial propositions.
- Work with the Head of Corporate Partnerships – Business Development to ensure the teams' processes and ways of working are effective, innovative and efficient e.g., management of team meetings, use of SRM (Salesforce) and due diligence processes.
- Provide administrative support to the wider Corporate team as and when needed e.g., internal and external facing events, scheduling cross-organisational project meetings, and processing and coding corporate donations.
- Complete/deliver designated projects/work as agreed
- Represent UNICEF UK to external audiences.
- Bring positivity and fun to the team.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

## BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

### Effective behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Communication

- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support whilst generating trust and credibility.

Collaboration

- Consults others and shares expertise, know-how and ideas with colleagues for best results
- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge

Achieving change

- Demonstrates flexibility and adaptability to working in new scenarios • Demonstrates a solution focused approach • Maintains focus in uncertain or ambiguous situations

Digital first

- Has the appetite to continuously learn and is open to exploring digital tools to support UNICEF UK to achieve better results for children

### Relevant experience

- Experience in business development or sales, ideally in corporate fundraising.
- Experience developing and implementing administrative procedures.

### Specific knowledge and skills

- Knowledge and interest in developments, issues and trends in the not-for-profit and commercial sectors.
- Able to perform moderately complex tasks using ICT, with knowledge of PowerPoint, Excel and Word.