



DESIGNS IN MIND CIC

JOB DESCRIPTION- Business Development Manager

JOB TITLE:	Business Development Manager
PAY GRADE:	£35,000 pro-rata.
HOURS OF WORK:	22.5 hours weekly
WORK:	Studio Based
STATUS OF POST:	Part time permanent (Tuesday to Thursday – Flexi)
CO TEAM:	Operations Manager and Senior staff
LINE MANAGER:	Board of Directors

MAIN AIM OF POST:

To be responsible to the Executive Committee and Board of Directors and to have joint responsibility with the Operations Manager for the creative business development direction of the company.

To play a critical role in developing the company partnering with the Operations Manager and senior staff team in strategic decision making and contributing to the overall success by effectively managing all financial activities and driving new business opportunities.

- Responsible for commercial strategy development and retail execution, maintain and/or establish long term partnerships with both internal and external stakeholders.
- Supporting the creative direction and development of business strategy.
- Strong trading experience and capable of spotting new opportunities.
- Be an expert in creative market trends, visual communication, and the competitive landscape to inspire the Artist Team to create a compelling body of work to present to prospective clients.
- Supervise a cross-functional team of artists in the strategic development of creative campaign messaging and deliverables.

General

To be responsible to the Board of Directors and have overall responsibility for the commercial strategic direction of the company.

To play a critical role in developing the company, partnering with the Operations Manager and senior staff in strategic decision making and contributing to the overall success by effectively managing all financial activities and driving new business opportunities.

The Business Development Manager will guide the work of Artist Team and the development of those staff.

To handle complaints and implement appropriate procedures- manager responsible is dependent on area and type of complaint.

Communicate regularly with regard to financial statements, monitor progress, prepare financial outlooks and keep the Finance Advisory Group (FAG) and Executive fully informed.

Jointly monitor risk management policies, procedures, and business continuity plans.

Jointly provide the company with overall leadership and direction.

Jointly initiate and implement strategic planning and management.

Line manage senior staff and other staff appropriate to area of responsibilities.

To actively promote a commitment to Equality, Diversity & Inclusion

Essential Criteria

- Ability to work as part of a team, where the aim is that together we find ways to live life
- Commitment to work with our values.
 - Encourage creative adventure.
 - Act with purpose
 - Create an environment of warmth
 - Recognise we are all individuals and
 - We rely on each other
- Compassion, patience and the ability to remain calm
- Strong listening skills
- Strong sense of self and experience of reflective practice
- Ability to research and explore options and implications so that people can make informed decisions
- Ability to use initiative and be assertive
- Leadership experience with people management skills & experience
- Experience in managing resources
- To have a practical approach to practical problems and seek out the right support when this is not within Designs in Mind
- Outstanding communication skills
- Ability to influence, persuade and negotiate
- Ability to manage multiple tasks/projects
- Competent ICT user
- A self-starter; highly motivated individual with drive and determination
- Ability to look after self, know when and how to get help, make use of supervision and communicate with the team

Desirable

- Interest and strong connection to Oswestry and Shropshire
- General funding knowledge with experience in applying for grants, social investment and statutory funding.

This post is subject to reference and DBS checks.

The post holder will be expected to work within Designs in Mind policies and procedures.