Business Development Manager

Department: Sales & Strategy
Reports to: General Manager (Group Sales)
Direct reports: None
Competency level: Senior

At Catalyst, our client relationships are our top priority. As a Business Development Manager you will be responsible for driving growth and expanding our Business's reach.

Jobholder is accountable for	Jobholder is successful when
1. To develop on-going business opportunities for Catalyst. You will be responsible for: • Identifying new opportunities, building strong relationships, and generating leads. • End to end management of reactive (RF#) opportunities. • Initiating and managing proactive (up-sell of existing customers; cultivate new relationships from market research, marketing campaigns) opportunities. • Converting opportunities into sales wins. • The effective hand off of sales wins to delivery. • Identifying opportunities for business improvements particularly in the presentation and marketing (on-line and in-person) of Catalyst products and services. • Providing regular analysis and reporting of business development activity and resulting sales performance. • Collaborating with internal teams on customer driven product development / improvement. • Representing Catalyst at industry events, conferences, to promote brand awareness and generate lead.	• Job holder is recognised for pro-active engagement across the business but particularly with delivery teams to understand what products/ services they deliver to which customers. • Jobholder develops and maintains (including through direct engagement) understanding of the common needs of existing and potential customers for a given product or service offering. • Consistently exceeds sales targets and revenue goals. • Builds and nurtures relationships with key clients, partners, and stakeholders. • Supports development and implementation of strategic plans and initiatives to drive business growth. • Continuously seeks opportunities for innovation and improvement in business development strategies and processes. • Jobholder is compliant with company policies, procedures, and regulatory requirements in all business development activities • Jobholder is continuously seeking opportunities for innovation and improvement in business development processes, tools, and techniques

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2. Maintaining strong and professional communications with clients and other Catalyst employees. • Engaging pro-actively with Catalyst (existing and potential) customers to maintain relationships, seek insight and generate new work opportunities. • Support management and other team members with sales and relationship management task as required. • Work collaboratively and respectfully across the business with other teams and managers. • Ensure tidy and professional presentation when meeting with clients.	• Confidentiality is maintained at all times. • Both verbal and written communications are clear, concise and accurate. • Client, manager and other team members provide positive feedback on communication style. • Jobholder models appropriate behaviour that represents Catalyst and Catalyst's values in all external engagements. • Both clients and Catalyst employees are communicated with in a fair, honest and open way.
3. Working with your manager and other senior team members towards your continual learning and development. • Participating in relevant trainings. • Setting goals and targets for the further development of your career. • Taking on new and variable tasks as your role develops and as directed by your manager. • Entering time-sheets daily in our Work Request Management Systems (WRMS).	• New and relevant knowledge or experience is gained via training or work experience, and is actively brought in to your day to day work. • Goals and targets are met, both short and long term. • Referring to the Catalyst Competency Matrix, you progress to new levels of capability.

Skills and Requirements:

- Proven sales ability these include: negotiation skills, persuasive ability and excellent communication skills.
- Demonstrated ability to rapidly on-board product and industry knowledge
- Management, leadership, mentoring, business, accounting and reporting skills.
- Demonstrated interest in the value proposition of open source software
- Ability to build relationships with a diversity of customers (public and private sector)

Competencies:

- Clear and effective communication style.
- Strong analytical and problem solving skills.
- Attention to detail and follow-through on assigned responsibilities
- The ability to build rapport with clients and build a relationship of mutual trust and understanding.