



Job title:	Business Development Manager
Reporting to:	Head of Business Development
Team:	Business Development Team
Location:	Hybrid/ Remote/ Home (with regular travel)
Tenure:	Full time, permanent

The Business Development Manager will primarily manage a portfolio of existing contacts across multiple sectors, with an aim to grow this portfolio with new contacts. The role will suit an individual from a sales and business development background in the insolvency, law, or accounting sector, with strong communication skills and a natural ability to build relationships, and someone who thrives in a challenging but rewarding environment

Job purpose

You will use multiple disciplines across business development to identify, secure, and win opportunities with your contacts. You will be trusted advisor to your contacts – not someone who is there to sell to them, but someone who is passionate about finding their business challenges and using Griffins solutions to solve them.

Duties and responsibilities:

- Manage your portfolio of contacts to ensure none are neglected, and that your High Value Clients are appropriately managed
- Grow your portfolio through your existing contacts, networking both online and in person, and through introductions from your network
- Understand your contact’s business needs and challenges through conducting meaningful Discovery meetings to identify potential areas we could help
- Through your technical knowledge, build credibility with your contacts so they see you and Griffins as a trusted partner
- Manage and maintain a healthy pipeline of opportunities. You will ensure you progress leads-to-opportunities-to-appointments as efficiently as possible, and your opportunities are not neglected
- Connect your contacts with other Griffins stakeholders, including Partners, at the right time to ensure our service and solutions are delivered efficiently
- Maintain oversight of your contacts live cases and ensure you understand progress being made, and are able to keep your contacts informed
- Work with external stakeholders, including Government agencies, other professional services firms, and advisors, to progress opportunities to appointments
- Use your technical knowledge and understanding of various insolvency procedures and solutions to turn opportunities into insolvency appointments

- Update and manage your activity through our in-house CRM, and ensure client records and plans are up to date
- Develop and maintain an understanding of Griffins' core business proposition and use this to promote the firm
- Develop and maintain an understanding of Griffins' competitors and positioning within the market and use this to contribute towards the firm's strategic planning of business development activities
- Maintain an understanding of the latest Insolvency industry developments
- Have a strong understanding of your business goals – know what your pipeline is, what your plans are for growth, and what you need to do to deliver on this
- Support team colleagues in planning marketing events and other general marketing activities.
- Adhere to the firm's policies including those relating to anti-money laundering, anti-bribery and corruption and data protection. Undertake any training required to ensure compliance with these policies/ procedures.
- Provide holiday cover for team colleagues.
- Assist with specific project work as and when required.
- Provide administrative support to team colleagues.

Key skills / requirements for the role:

- Experience in a sales/business development role in an accountancy, insolvency, or law environment in a previous role.
- Excellent written and verbal communication skills
- Previous experience in pipeline and opportunity management
- Demonstratable client relationship skills including empathy, curiosity, problem solving, and credibility
- The ability to identify and secure opportunities
- Previous experience in the management and growth of a client portfolio
- A confident and determined approach
- Ability to work as a part of a team
- Pro-active, self-starter with a can-do attitude

Benefits of pursuing a career with Griffins:

- Competitive salary and benefits.
- Interesting and challenging tasks and projects.
- Opportunity to work with colleagues at all levels of the organisation and be recognised for your contribution.

Griffins is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.