

Business Development & Partnership Manager

Key Responsibilities include:

Business Development

- Developing new and maintaining existing customer relationships with regional and international partners, focussing on our legal communities.
- Growth of existing portfolio by generating new ideas
- Continue to build strong relationships with current and potential clients both pre and post event
- Introducing new firms to sponsorship and partnership opportunities within a global portfolio of events of all sizes and across our legal communities.
- Achievement of sales revenue/profit targets
- Effective co-ordination with TL4's Production and Marketing teams
- Work proactively as a team member sharing ideas and contributing to the overall growth of the department
- Plan, prepare and monitor annual budgets for an event with strict adherence to revenue and cost ensuring achievement of profit
- Liaise with the head of operations to ensure that all logistical and operational aspects of the event and sponsorship elements are met
- Continually monitor and research the market
- Identify and attend competitive events where appropriate
- Database management, clean and build
- Completion of weekly sales reports and daily updates of the event pipelines
- Perform any other duties commensurate with the grade and level of responsibility

Client Care/Relationship Management/Marketing

- Develop a structured approach to networking, attending events, identifying suitable opportunities and potential referrals.
- Be innovative and look to cross-sell services to clients as appropriate
- Provide information on successes and failures in obtaining work, identify potential clients and opportunities to approach
- Understand the changing markets, environmental factors, identifying potential threats in advance, and share this intelligence with colleagues and members
- Develop and maintain key relationships to maximise impact of TL4 in its markets
- Use market knowledge, experience, and personal contacts to develop the business
- Provide consistent first class, courteous and professional service
- Seek existing client feedback on service. Reporting back on successful meetings, developments, and opportunities

Personal Specification and Requirements

- Legal industry / event experience
- Results orientated
- Team ethos
- Highly personable and excellent communicator
- Resilient, independent self-starter

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