



Business Development Co-ordinator

We are looking for someone to work directly with leadership on a range of sales and marketing activities to generate new business. This role suits someone enthusiastic and proactive who is looking to grow their business development experience in a busy, fast-moving consultancy.

Apply if you are a great communicator who is proactive with great attention to detail that will share our passion for making a difference to nonprofits.

All Hyphen8 staff work from home and have an attractive package of wellbeing benefits. A full-time role is 37.5 hours per week with a part-time option available. More details about our benefits and our values are available on our website: <https://hyphen8.com/careers/>

Salary banding - £30,000 - £40,000

RESPONSIBILITIES

Lead and opportunity management	<ul style="list-style-type: none">• Initial qualification for new leads• Log leads on the Salesforce partner portal• Update records with latest activity on Salesforce
Assisting with the preparation of new business proposals ranging from short high-level proposals to large ITTs (Invitations to Tender)	<ul style="list-style-type: none">• Drafting responses to questions on our proposed solution, delivery approach and our company• Completing responses in requested format to provide functional and non-functional requirements• Requesting timely input from colleagues to help prepare content and cost estimates• Obtaining licence costs from Salesforce and other technology partners• Briefing in our lawyer to review and make recommendations on contract terms
Lead generation activities	<ul style="list-style-type: none">• Research new prospects in response to brief• Prepare contacts lists on Salesforce for campaigns in response to brief• Co-ordinate the set-up, send and follow up for email campaigns• Co-ordinate the set-up of webinars and associated communications• Co-ordinate in-person event management• Social media posts

Customer communications	<ul style="list-style-type: none"> • Manage e-newsletter and other customer communications; content planning, set up and send • Maintain customer data on Salesforce
Website management	<ul style="list-style-type: none"> • Adding/editing website content using Wordpress • Ensuring content meets required SEO • Maintaining our Salesforce Appexchange content

Key skills we are looking for	<p>Good time management – often juggling several tasks with deadlines, this person needs to be good at prioritising tasks and getting them done without having to be chased</p> <p>Good at communication – this role involves writing proposals and communicating with prospects, partners and colleagues</p> <p>Able to react to constructive feedback – to help you craft content as you learn about Hyphen8 and our propositions</p> <p>Self-starter – proactive and efficient without needing too much guidance from leadership</p>
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