

ROLE PROFILE FORM

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| Job title: | Client Development Executive |
| Reporting to: | Head of Client Development |
| Salary: | £35,000+ pa + comission (depending on experience) |
| Location: | Head Office, London office and Clients |

Reporting to the Head of Client Development, you will work alongside our marketing team whilst focused on hunting and developing your own opportunities. You will possess the ability to engage, win new business, develop strong client relationships and ensure they are serviced efficiently with the support of experienced sustainability consultants. The aim is to cultivate a loyal and profitable client base that will generate a recurring revenue stream for the business. You will need to possess a high degree of tenacity, have the skills required to deliver an exemplary level of service, and the ability to forge strong working partnerships with the management team, your colleagues, our client portfolio, and external network.

Duties & Responsibilities:

- Engage proactively with potential clients to maximise initial meeting appointments to discuss our service offerings
- Ensure profitable clients are won and retained against agreed revenue targets
- Be a visible 'sustainability expert'
- Maintain our CRM system to ensure we have accurate data and pipeline information
- Organise, attend, and support external networking events, exhibitions, awards
- Attend client meetings to meet the needs of the business and develop your portfolio
- Provide clients with bespoke proposals, sales support information and ad-hoc tasks to meet the needs of our client portfolio
- Cooperate and work with internal teams to manage client expectations and ensure our fees/pricing exercises are carried out as per client requirements
- Cooperate and work closely with management to ensure further growth of the business
- Keep up to date with market activity to ensure that existing and prospective clients are informed of any changes that may impact on their utility expenditure.

Key skills and knowledge required:

- Able to demonstrate proven track record of new business development in a consulting/solutions environment
- A sound understanding of the 'whole' sales process with the ability to demonstrate this in practice
- Able to present and influence at all levels of business with compelling rational backed by analytical support
- Commercial minded with the ability to think laterally

- Excellent communication skills – both verbal and written
- Excellent research and analytical skills
- Excellent verbal and written communication skills with engaging presentation skills
- Some knowledge of trends and developments surrounding sustainability and ESG
- An ability to identify problems and resolve them swiftly
- A drive for results – Being able to evidence a high level of sales performance
- Hungry to play a part in a constantly growing business.

Competencies/Behaviours:

- Customer focused
- A joy to work with
- Passionate about delivering on time
- Team player
- Proven Ability to work on own initiative
- Ability to work under pressure and solve problems
- Excellent planning & Organising skills
- Commercial and corporate awareness keeping up to date with new initiatives in order to enhance own development and experience.

Any additional relevant information:

The role requires flexibility and availability for the clients with a passion to deliver top quality work. The role may require travelling both inside and outside the UK.