

Job Description

1. Job Details:

Position Title:	Head of Business Development	Division:	
Reports to:	Managing Director	Department:	Bloomsbury Qatar Foundation Publishing and Journals

2. Job Purpose:

The Business Development Head will be responsible to generate, develop and deliver significant revenues for both BQFP and BQFJ through special publishing projects, this requires the ability to negotiate and contract with senior executives predominantly in outside organizations e.g. Ministries, leading commercial companies, NGOs etc.

The role is focused primarily on new business and is suited to people who can exploit their exceptional publishing and sales skills with effective and successful results.

3. Job Dimensions:

Key facts and figures which give an indication of the scope and scale of the job.

Annual Operating Budget/Project Budget/Sales Revenue:				0	
Number of Staff Supervised:	0	Direct Reports:	0	Contractor/Others:	

4. Key Result Areas:

KEY RESULT AREAS

The BQFP/J Business Development Head will be responsible for:

- Generating significant new revenue streams for the two BQF publishing operations (books and journals)..
- Developing and delivering new business strategy for BQFP/J including new business relationships
- Generating and negotiating new income for the BQFP/J to an agreed annual target of invoiced revenue, to increase year on year
- Initiating contacts and presenting the BQFP/J to potential clients through direct communication in face to face meetings, telephone calls and emails.
- Responsible for your own lead generation and appointment setting.
- Actively and successfully generate and then manage the whole sales process: lead generation; credentials pitch; asking questions; solution, pitch; negotiation; close; handover to the relevant publishing team
- Responsible for new business development and able to self manage. Support is available from the Bloomsbury directors and BQFP/J managing directors for complex large pitches and strategies.
- Create or commission and be accountable for all client proposals, contracts and any further documentation
- Requires a thorough understanding of clients marketing objectives including their Return On Investment (ROI) objectives
- Responding to tenders and requests for information in a timely manner
- Interacting effectively with other departments including the publishing teams when handing over campaigns ensuring you fully and correctly brief in all aspects of the deals
- Keeping abreast of issues affecting publishing companies and collecting competitor intelligence and ensuring proactive response to prospective clients

5. Operating Environment, Framework & Boundaries:

A senior level post within BQF, member of the BQFP/J Management Committees. Must be able to initiate and deliver projects with CEO level executives in multinational organization. Will interact internally within QF at a senior level.

6. Communications and Working Relationships:

Works at a very senior level with in BQFP/J, QF, Bloomsbury and with outside organizations including multi-national corporations, government Ministries and similar

7. Problem Solving & Complexity:

This is a senior level post with a very high level of complexity including the ability to initiate ideas, develop into project plans, sell the project to outside company or organization and then the ability to deliver the project on schedule and budget and crucially to quality. The post holder will have a significant new business budget to deliver each year and so will be working on several projects and different stages at one time.

8. Decision Making Authority & Responsibility:

- Requires excellent high-level strategic decision-making and communication abilities.
- Sole responsibility for delivering significant new business revenue and profit budget to BQFP/J
- High level of negotiating and persuading skills

9. Knowledge, Skills & Experience:

- University level degree
- The post requires a consummate and credible publishing professional with more than 10 years' experience and a track record of selling projects to senior executives of major Ministries, NGOs, multinational corporations and other similar organizations.
- The projects must meet BQF's high quality standards. Possess drive, motivation and acute attention to detail in ensuring all opportunities to BQFP/J are captured and explored.

10. Approvals:

Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Approved:

Signature:

Date:

Name: