

# JOB DESCRIPTION: NEW BUSINESS DEVELOPMENT MANAGER



## KEY INFORMATION

Job Title	New Business Development Manager
Department	Food Team
Reports to	Head of Food
Contract type	Permanent
Salary	£45,000
Hours of work	40 hours Monday to Friday - although flexibility is required
Purpose of Role	To ensure City Harvest has a constant pipeline of food available to redistribute by expanding our network of donors and partners, spearheading cold outreach initiatives, nurturing relationships with potential donors, and representing the charity at nationwide events.
Strategic Alignment	You will be instrumental in ensuring City Harvest has a sustainable and increasing volume of food coming through on a weekly basis, focussing on growing the active donor network and gradually reducing the dependency on the Top 10 donors.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education &amp; Training</b>		
Educated to bachelor's degree level or higher	X	
<b>Experience &amp; Knowledge</b>		
Proven experience in business development, sales or fundraising roles, preferably a minimum of 5 years within the food industry.	X	
Experience with a customer relationship management (CRM) systems and tools		X
<b>Skills &amp; Abilities</b>		
Excellent communication and negotiation skills – with the ability to articulate the charity's mission and impact persuasively	X	
Strong networking abilities and a track record of building and maintaining relationships with key stakeholders	X	

Self-motivated and results-oriented with the ability to work independently and meet ambitious targets	X	
Flexibility and adaptability to thrive in a dynamic and rapidly changing environment	X	
Organisational skills and attention to detail with the ability to manage multiple priorities effectively.	X	
Willingness to travel across the UK for meetings and events as required, to network and represent the charity.	X	
Commitment to the mission and values of the charity, with a passion for addressing food insecurity and reducing food waste.	X	
Strong presentation skills – the ability to create and confidently deliver presentations via different mediums		X
Knowledge of food supply chains, food safety regulations and sustainability practices.		X

## KEY DELIVERABLES

### 1. Identify and pursue new sources of food

- Strategically identify new sources of food, using industry knowledge of the UK food supply chain to highlight where potential unlocking of food may occur
- Conduct cold outreach to prospective donors and follow up on any introduction made
- Arrange and lead introduction meetings with potential donors giving the best account of City Harvest's mission and vision, demonstrating the exceptional ESG and financial benefits to redistribution
- Represent the charity at national and regional events, conferences and meetings to build awareness of City Harvest and how simple it is to work with us
- Have the confidence and skill set to develop new external campaigns and initiatives to drive engagement with the food industry

### 2. Grow the number of active food donors

- Onboard new donors from all parts of the industry, ensuring a commitment of a minimum of at least two donations a year.
- Help to reduce the over dependency of the Top 10 donors, by onboarding food companies who can commit to donating more than 5t a year.
- Identify and explore opportunities for partnerships and collaboration within the food industry.

### 3. Continually develop

- Stay updated on industry trends, policies and regulations related to food redistribution and waste reduction.
- Ensure you ringfence time for your own development, working with your line manager to ensure you have the tools you need to do the job and progress at City Harvest
- Upskill members of your team and share learnings of your prospecting and onboarding journey

## ORGANISATION WIDE RESPONSIBILITIES

- Comply with relevant equality and diversity policies, promoting a healthy working environment where all individuals are valued.
- Comply with relevant health and safety policies, seeking to minimise hazards for others.
- Comply with relevant data protection policies, ensuring General Data Protection Regulations are considered when making plans and decisions.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the role that may be required by the organisation.