



Business Development Officer

Reports to:	Director of Business Development
Location:	London, Westminster with remote working also available. However, we are open to consideration of the individual circumstances for suitable candidates.
Salary:	This is offered as a full-time role with a salary range circa £27,500 to £31,500, dependent upon relevant experience.
Duration	Initially a 12-month contract, with potential to convert to a permanent position at the ADE's discretion.

Benefits:

- 25 days annual leave (pro-rata for part time working), with a leave allowance that grows with your length of service
- An offer of an interest free “new starter” loan of up to £1,000 to help you prepare for taking on your new role. Be it to support travel arrangements in the form of a season ticket, or to help you get your home office set up in advance
- Access to the companies Cycle to Work Scheme
- Option to access private health insurance as a benefit in kind
- Pension contributions will be matched up to a maximum of 8%

About us

The ADE is bringing energy together to advocate on the priorities for the UK to achieve a net zero energy system. We are driving the decarbonisation of heat, championing the role of industry in the green transition, and pushing for UK homes, places of work and public services to be energy efficient and smart.

Only by getting users engaged and investing in energy efficiency, low carbon heating and providing smart flexibility will be the UK truly be able to decarbonise its energy system. For this to happen, energy must work for the user.

About the role

As our membership grows, we need a highly organised and reliable Business Development Officer who can help ensure we maintain a close working relationship with our current members, whilst also building new relationships with potential members and increasing revenue. It is anticipated that for the right candidate this would be a growth role with the potential for promotion to a more senior role.

You will be part of an energetic team engaging with a wide range of businesses and organisations that make up our membership. You will be an outgoing, dynamic individual that enjoys building strong relationships and building effective business strategies.

- Monitor member engagement and facilitate interaction between members and the relevant policy, external affairs, and research staff to maximise member satisfaction and minimise membership resignations.
- Administer the membership database and ensure it is kept up to date and compliant with data protection legislation.

Job Description

Business Development Officer

- Writing clear and concise minutes of recruitment and member catch-up calls and meetings; distributing and filing these in a logical manner to ensure ease of access and availability for all team members.
- Assist the Director of Business Development and the Policy team with onboarding new members.
- Scheduling, participating in and facilitating calls with potential new members and the appropriate ADE staff members.
- Assist the Director of Business Development in the generation of membership, recruitment, engagement, and revenue statistics. With the goal of aiding management decisions and for presentation to the Executive Board of Directors.
- Maintain and update membership and recruitment documentation, forms, and promotional flyers.
- Assist the Director of Business Development with general financial planning and the development of budgets for events.
- Assist the Director of Business Development and the Office Manager to complete invoicing of membership fees, accurately and on-time, and to help ensure membership fees are paid on time and that any long overdue fees are addressed and settled quickly.
- Periodically engage with our members via surveys and catch-up calls to evaluate satisfaction levels and to compile suitable reports on the results for dissemination to management and the wider ADE team.
- Administer and maintain the member list, member details and member case studies on the ADE website and database.
- Assist the Director of Business Development in the creation of recruitment strategies for growth in membership and revenue.
- Present periodically to the internal ADE team on membership activity, recruitment, member churn, and engagement status.
- Assist the External Affairs and Policy Teams with the running of events, conferences, forums and working groups. Including creation of invite lists, sending out and tracking invitations and responses, and general event administration.
- Assist the External Affairs team to manage content for the Association's websites and social media streams.

About the knowledge, skills and experience required

- The position is suited to an **enthusiastic and confident person** who is comfortable engaging with a large number of people in a highly professional manner.
- **Excellent interpersonal and communication skills** – you must be confident in face-to-face (or screen-to-screen) meetings and over the telephone.
- **Accurately** tracking member engagement requires someone who is **highly organised**, systematic, and detailed.
- Experience in a comparable role for a similar organisation could be beneficial, though is not critical if the candidate can show suitable skills and potential.
- Some experience of administering events, conferences or forums would be an advantage, though an **enthusiasm** to do so would be equally as beneficial.

Job Description Business Development Officer

- Comfortable *working collaboratively* in a dynamic, highly intelligent, and motivated team.
- Excellent database management and good writing skills, with a focus on accuracy and clarity.
- *Proficient* in Microsoft Office, Word, Excel, PowerPoint and Teams.
- An ability to use MailChimp, SurveyMonkey and CRM systems would be an advantage.

Additional skills and experience that may be of value for additional duties across the organisation.

- Business development, sales or marketing skills.
- CRM systems or member management databases.
- Background in business administration, finance or basic accounting.
- Presentation skills and experience of presenting at conferences.
- Digital marketing & promotion.
- Event planning and administration.