

One Nucleus Limited

Job Title Business Development Manager
Location Cambridge region
Reports to CEO

Staff responsible for

None

Main purpose

Operate as part of the Business Development Team responsible for:

- Corporate Sponsor, Partner and Member recruitment and retention
- Delivery of content, sponsorship and delegate sales of ON Helix and Genesis conferences
- Delivery of other One Nucleus' networking events (currently: BioWednesdays, Networking Mixers and Innovation Seminar/Webinars)
- Engagement with innovation stakeholders and delivering business support sessions
- Maintaining One Nucleus data relating to the life science and healthcare sector/membership reach
- Writing of commentaries and reports detailing trends in the region's life science sector
- Lead on EU project delivery and European engagement
- Representational activities as required and agreed with CEO
- Member Savings schemes support
- Manage member News, Jobs and Events postings to web site

Key responsibilities/duties which are shared across the Business Development Team

Membership

Achieving corporate sponsorship and member subscription income targets.

Virtual Innovation Centre (VIC)

- Recruitment of companies and engagement with accelerators, funders, advisors and academia
- Development of the VIC sessions programme

Genesis and ON Helix

- Programme development balancing topics relevant to our network, One Nucleus partners and corporate sponsors involvement and potential sponsors' interests
- Budget preparation
- Identification of and invitation/liaison with speakers and supporting organisations
- Attract funding for the events, including advertising income, exhibition sales and sponsorship
- Provide the other members of the One Nucleus conference team with the relevant information in terms of:
 - General progresses
 - Speakers' information to the Director of Events & Communication
 - Relevant information to the Marketing Manager for external communication

- Sponsors' detail to the Director of Events & Communication and finance team

Other One Nucleus networking events (currently: BioWednesdays, Networking Mixers and Innovation Seminars) as agreed with CEO

Work independently and as part of the team to meet agreed deadlines and making sure that these events run smoothly. Responsible for host and sponsor recruitment, delivery to budget, content and implementation including:

- Prepare annual One Nucleus calendar ensuring consistency of dates, locations and topics
- Source venues, any required sponsorship and liaise with partnering organisations to prepare the event
- Develop the content of the events
- Liaise with the Finance Team regarding income and expenditure
- Liaise with the Marketing Team regarding event set-up, promotion and material needed eg badges, programmes
- Organise delegates invitation, registration and liaise with them regarding logistics
- Liaise with speakers regarding the content of their contribution and any relevant information to be shared in advance
- On site check the rooms, monitor the catering, supervise the registration desk, meet and greet delegates and speakers and resolve any issues
- Ensure appropriate thank-yous are sent out after the event and database is updated after the event

Other

- One Nucleus data management relating to the life science and healthcare sector/membership reach, including upkeep of external data on the life science and healthcare sector relating to the membership reach
- Point-of-contact in team for specific bio/pharma queries where expertise is necessary to make an informed decision/have an informed view
- Provide cover for the Chief Technical Specialist in respect of the Purchasing Scheme
- Lead on EU activities as appropriate
- Represent One Nucleus at agreed events
- Support marketing and promotion of the One Nucleus activities and value proposition on social media

Additional responsibilities

- Answering the main office phone with all other team members
- Dealing with info@ questions relating to events, job, news posting and new membership enquiries
- General administration and assistance with company activities as required

Measurable outputs

- Achieving budget and activity targets
- Meeting corporate sponsorship and membership targets
- Accuracy and quality of the membership and regional sector data we hold measured by external feedback, comparison to other sources of data
- commentary articles produced
- Timely and quality delivery of ON Helix and Genesis content and meeting the event budget target
- Timely and quality delivery of other One Nucleus networking events
- Accurate and robust external data maintained and updated for use by One Nucleus team

- Compliance with all One Nucleus procedures and agreed deadlines
- Feedback from representational activities

Budgetary authority

Business Development and all events up to [£1,500] excluding capital expenditure and assuming that the proposed expenditure is within budget.

Practical requirements

- Requirement to travel – hold a full driving license and have use of car for business
- weekend/evenings or longer days will be required to ensure smooth running of company and events

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Agreed by:

Postholder - sign and print name

Line Manager - sign and print name

Date

Date

COO - sign and print name

Date