

JOB DESCRIPTION: Business development manager

Position:	Full-time/Fixed term for up to 12 months
Department:	Business development
Reports to:	Senior business development manager
Responsible for:	Identifying, developing and converting new stakeholder relationships into secured business opportunities
Location:	Home based (with travel to clients and sites as necessary to deliver the role)
Salary scale:	G3, 5% pension, 23 days holiday pro rata, 37 hours per week
Filename:	JD – G3 Business development manager

Role

The **Business development manager** plays a key role in supporting the sustainable growth of YES Energy Solutions through proactive stakeholder engagement, account management and opportunity development within the energy efficiency, retrofit and publicly funded housing sectors. The primary focus of the role is to build new relationships across key stakeholders (local authorities, housing providers, funders, delivery partners and commercial organisations) leading to new business opportunities and sustainable secured income. Work will be delivered through external engagement such as events, networking, one to one meetings, targeted presentations and working/collaborating with other sector representatives.

Working closely with the Business development team, you will:

- Identify and develop early-stage opportunities
- Engage stakeholders to shape viable commercially sustainable propositions
- Promote and sell YES's wrap around services and offerings
- Support the development and submission of high-quality proposals
- Contribute to winning new work and expanding existing contracts

You will ensure opportunities are well developed, commercially viable and aligned to operational delivery capability, enabling a smooth transition from concept through to mobilisation. You will also be responsible for proactively generating and converting a pipeline of opportunities into secured contracts, supporting operational growth targets.

Key responsibilities

Stakeholder engagement and business growth

- Plan, deliver and refine an effective stakeholder engagement approach to identify, engage and develop relationships with prospective funders, commissioning clients and partners
- Represent YES at meetings, forums and events to generate credible opportunities for sustainable income aligned to YES's goal of energy efficiency and fuel poverty reduction
- Lead early-stage discussions with stakeholders to understand needs and shape appropriate solutions

- Convert stakeholder engagement activity into secured income that is 1.5 X the business plan forecast for each financial year
- Support expansion of existing client relationships to increase scope of activity and value to the Client

Opportunity and proposal development

- Lead (or support) the development of proposals from initial concept through to submission
- Work with internal teams to build robust, deliverable and commercially viable solutions
- Ensure all client requirements are clearly understood and addressed
- Contribute to pricing development aligned with market expectations and delivery capability
- Produce clear, compelling and well-structured written content

Bid development support

- Support the wider business development team (when required) in managing elements of the bid development process
- Coordinate inputs from subject matter experts across the business
- Review and refine submissions to ensure quality, consistency and strong win themes
- Ensure submissions are delivered on time and to a high standard
- Support bid interviews and clarification responses as needed

Collaboration and internal working

- Work closely with Operations, Commercial and Compliance teams to ensure proposals are deliverable
- Facilitate effective communication between teams during proposal development
- Contribute to annual market horizon scanning to improve targeted activity and conversion rates
- Support the handover of successful bids into delivery teams
- Capture and apply learning from unsuccessful proposals to improve future win rates

Governance and continuous improvement

- Maintain and contribute to high-quality bid / proposal materials (case studies, CVs, evidence, etc.)
- Ensure compliance with company policies, procedures, ISO standards and client requirements
- Support improvements in business development processes, tools and ways of working

Success measures

- New stakeholder relationships established (quality and conversion)
- Contribute to a pipeline value worth 1.5 X the business plan forecast, generated through stakeholder engagement
- Contribution to secured contracted income with a 20% YOY growth in gross profit
- Achieve a proposal success rate above 70%
- Receive positive client feedback on a minimum of 90% of submissions
- Ensure successful handover of secured contracts with the Implementation Manager, Client and Delivery Teams, resulting in no unknown risks to YES

Principal capabilities

Team and communication

- Strong collaborator, able to influence and engage stakeholders at all levels
- Confident in leading discussions and coordinating contributions
- Strong document management and transparency approach to activity
- Professional, credible and relationship-focused approach

Stakeholder & Commercial Awareness

- Strong understanding of how stakeholder relationships translate into commercial opportunities
- Able to identify viable opportunities aligned to organisational priorities
- Commercially aware with an understanding of value, risk and deliverability

Bid and proposal skills

- Able to write professional, enticing, well-presented proposals, using strong English skills with a good vocabulary
- Experience in proposal or bid development
- Ability to translate complex information into clear, compelling submissions

Organisation and delivery

- Highly organised with strong time management
- Able to manage competing priorities and deadlines
- Works proactively with minimal supervision but knows when to seek input

General responsibilities

- Comply with company policies, including equality, customer service and governance requirements
- Operate within ISO and other accreditation frameworks
- Always represent YES professionally

Budget/resource management responsibilities

- £2,500 annual budget for resources and ancillary items
- Accountable for securing £2m of new sustainable contracted income annually
- Management of human resources – N/A