**JOB VACANCY | Business Development Executive**

Greenock Morton FC are currently looking to recruit an ambitious Business Development Executive to support the club’s commercial operations.

The role will be focused on maximising revenue streams and identifying new streams and trends within the market. We are looking for an individual who can deliver on Key Performance Indicators that includes new revenue generation and managing an existing portfolio of partners.

Interested applicants should write to or email to the Club outlining their suitability for the role in the form of a Cover Letter and submit a copy of their CV. Applications should be submitted prior to 5.00pm on Friday 31st May 2024.

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| **Application Instructions** | All applicants should submit a Covering Letter and Curriculum Vitae (CV) in support of their application for the role.  **Email applications should be sent to:**  General Manager, Dale Pryde-MacDonald by emailing:  [dale.pm@gmfc.net](mailto:dale.pm@gmfc.net)  **Postal applications should be sent to:**  Dale Pryde-MacDonald  General Manager  Greenock Morton Football Club  Cappielow Park supported by Dalrada Technology  Sinclair Street  Greenock  PA15 2TU |
| **Application Deadline** | 5.00pm on Friday 31st May 2024 |
| **Interview Dates** | Interviews will take place on the week of 10th June 2024 |
| **Role Start Date** | TBC (dependant on situation of successful candidate) |
| **Employment Statement** | Greenock Morton FC is committed to be an equal opportunities provider and welcomes applicants from all members of the community. Should you require assistance with your application please contact the Club in advance of your submission. |

**Job Description:** Business Development Executive

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| **Job Title** | Business Development Executive |
| **Department** | Club – Reports to General Manager |
| **Key Contact Internal** | Board, General Manager, Head of Departments, Community Trust |
| **Location/Requirements** | Based at Cappielow Park supported by Dalrada Technology with a remit to travel to meet clients and deliver on commercial targets. |
| **Hours/Remuneration** | 37.5 hours per week. Due to the nature of the post, evening and weekend work will be required based around the clubs’ fixtures.  Remuneration commensurate with skills and experience.  £25,000 plus commission-based bonus structure. |
| **Job Purpose** | To oversee and lead the Club’s commercial operations through maximising existing revenue streams and identify new streams and trends within the market.  The individual must maintain existing commercial relationships and have the ability to forge new relationships with local, national and international organisations. |
| **Duties and Responsibilities** | Identify and develop new commercial opportunities for Greenock Morton FC.  To drive forward the club’s income streams across the business network including but not exclusive to: the business club, trackside advertising, partnerships, sponsorship, venue hire and events.  To develop and sell a range of home match-based sponsorship packages for all Greenock Morton FC home matches.  Collaborate with the media department to ensure strong coverage of commercial opportunities and activations across all club platforms.  To create a pipeline of business contacts and relationships that can engage with the club and its partners.  To create innovative proposals and presentations to attract potential sponsors and partners.  To analyse stakeholder data and develop new commercial opportunities for the Club.  To represent the brand to the highest levels of professionalism, ensuring that all sponsors and customers receive the highest levels of customer service and account management.  To ensure that all Commercial targets and KPI’s are met and delivered consistently and in line with expectation. |

**Person Specification:** Business Development Executive

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| **Qualifications** | **Essential** | **Desirable** |
| Valid full (UK) drivers license | a |  |
| Emergency First Aid Certificate |  | a |
| Disclosure Scotland Check |  | a |
| **Skills & Knowledge** |  |  |
| IT Skills to include the ability to use Microsoft Team (Word, Excel, Powerpoint, Outlook, Teams) | a |  |
| Previous sales or business development experience and a proven track record of target delivery | a |  |
| Knowledge of sports industry and local market trends. | a |  |
| Strong negotiation and communication skills. | a |  |
| Experience of developing creative and attractive commercial packages | a |  |
| Experience of leading and developing creative and attractive marketing campaigns |  | a |
| Experience of developing and delivering hospitality platforms and experiences | a |  |
| Experience of working with CRM systems to target customers and grow revenue streams |  | a |
| Strong organisational skills | a |  |
| Excellent communication & presentation skills | a |  |
| Strong timekeeping and time management skills | a |  |
| **Attitude/Behaviours** |  |  |
| Take responsibility for ensuring a high quality of work | a |  |
| A genuine team player who will support and motivate other members of the team as well as having the ability to work independently when required. | a |  |
| An adaptive individual who can cope well in high-pressure situations | a |  |
| A proven ability to multi-task and manage multiple projects | a |  |
| **Personal Qualities** |  |  |
| Hardworking & enthusiastic | a |  |
| Meticulous attention to detail | a |  |
| Understands the importance of confidentiality and integrity at all times | a |  |
| Loyal and committed | a |  |
| Seeks to learn and develop daily | a |  |
| Goals-orientated and results-driven mindset | a |  |