



## Business Development Manager

### About us

We have an exciting opportunity that offer plenty of scope to develop a successful career in hospitality supporting the following **Nottingham Venues** properties:

Set in 330 acres of the University of Nottingham's landscaped parkland **Orchard Hotel** is a stylish, award winning, eco-friendly hotel. With 202 bedrooms, a variety of meeting rooms, a restaurant, bar and terrace. (Please note that this will be the primary location of this role).

**East Midlands Conference Centre**, refurbished for £2.1m in 2020, is next to the Orchard Hotel and hosts events for up to 1,000 delegates.

Set within 65 acres of lakeside grounds, close to Nottingham city Centre, **Jubilee Hotel and Conferences** offers an innovative setting for events, along with all the comforts of a 100-bedroom modern hotel.

Our three **Campus** locations provide an unrivalled choice of academic venues and facilities, with spaces ranging from modern tiered lecture theatres and teaching laboratories to meeting rooms, breakout spaces and exhibition halls. Working closely with the University of Nottingham, to offer meeting, event space and accommodation to a wide range of businesses, community, faith and sports groups.

### Main purpose of the role

As our Business Development Manager (BDM), you will play a pivotal role in driving revenue growth within the MICE sector by identifying new business opportunities, nurturing strategic partnerships, and converting high-value leads. This role blends proactive sales, relationship management, and strong market insight to position our brand as a preferred partner for meetings, events, conferences, and incentive travel.

Reporting to the Director of Sales, you will be responsible for proactively generating sales and driving new business across all Nottingham Venues properties.

Key accountabilities include:

- Identify, pursue, and convert new business opportunities across corporate, agency, association, and international.
- Build and maintain a robust pipeline through prospecting, networking, cold outreach, and attending industry events/tradeshows.
- Prepare and deliver compelling pitches, proposals, and site inspections tailored to client needs.

- Assist with the growth and delivery of the business profitably through generating key new business targets.
- To support the achievement of weekly, monthly and quarterly goals and targets within the department as agreed.
- Work with Director of Sales to monitor and interpret the sales forecast to ensure that the business is effectively maximising need periods and revenue streams.
- Effective client relationship management
- Monitor market activity, provide insights and work with marketing to develop targeted campaigns and promotional materials
- Work closely with operations, events, catering and reservations teams to ensure seamless delivery and client care.
- Maintain accurate CRM data, pipeline updates and activity reports

### **The ideal candidate**

You will have a strong background in Business Development along with:

- 2+ years of business development or sales experience in preferably in hospitality and events. Other sectors will be considered.
- Demonstrated success in generating new business and achieving revenue targets.
- Ability to self-motivate and also work within a team environment.
- Strong communication, organisation, and commercial decision-making skills.
- Ability to manage multiple priorities under pressure.

### **Desirable**

- Experience in hospitality or multi-venue sales environments.
- Strong IT literacy including CRM/event management systems (KX, Opera).
- Existing network within corporate planners, agencies, associations, or international MICE markets is an advantage.

### **Benefits**

- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day holiday for each years' service (up to a maximum of 5 years)
- Real living wage employer
- Opportunity to be part of a contributory Pension scheme
- Free meals and refreshments when on duty
- Excellent training and development opportunities through our internal training program and support with professional qualifications
- Discounts available for both you, friends and family in our hotels and restaurants
- Discounted membership at the University sports facilities



- Employee recognition schemes including long service awards and monthly “Top of the tree” event
- Opportunity to earn additional payment by being a member of various employee committees
- Employee wellbeing support
- Full uniform provided
- £250 recommend a friend incentive

In May 2018 the data laws changed for the better. This means you have better control of your own data and how it's used. We want to reassure you that we treat your details carefully and your data with the utmost respect. So we've updated our Privacy Policy to reflect how we collect, protect and handle your personal information.