Recruitment pack

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CIARB
евolving to resolve

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www.ciarb.org

CIARB is a registered Charity in England and Wales, No. 8037125
Job Title: Events Business Development Manager

Date: March 2022

Reporting to: Head of Events

Location: London - hybrid working post-pandemic

Overview
The Chartered Institute of Arbitrators (CI Arb) is a not-for-profit, registered charity working for the public benefit through an international network of branches. CI Arb supports the global promotion, facilitation and development of all forms of private dispute resolution. It has a global membership in excess of 17,000 individuals who have professional training or experience in alternative dispute resolution (ADR).

Job Purpose
Events Business Development Manager (The Manager) is responsible for raising money through the sale of sponsorship and exhibit packages for CI Arb events by targeting various companies, organizations, and associations. The Manager creates sponsorship and exhibitor strategy and packages.

Responsibilities:
- Utilize telephone solicitation, electronic and written correspondence, and face-to-face meetings as tools to reach and exceed the budgeted sponsorship target for each event
- Research and Develop Sales Campaign Strategy for each event
- Research and develop a sponsor and exhibitor pipeline for each event
- Develop and maintain relationships with existing and potential sponsorship clients and exhibitors
- Keep precise records of conversations with all sponsors and exhibitors
- Update the company database as required
- Manage contracts with agreed sponsors and exhibitors, including invoicing
- Support sponsors and exhibitors pre, during and post events
- Assist in preparing promotional material to advertise sales opportunities
- Maintain knowledge of event timelines and sponsorship deadlines
- Maintain knowledge of partner and rival organisations’ events for cross promotional opportunities

Requirements:
- Business Administration or equivalent Degree preferred
- 2-4 years’ experience in sponsorship & exhibit sales
- Ability to read, analyse and interpret general business materials
- Ability to effectively present information both electronically and in person and respond to questions
- Ability to calculate figures and amounts such as discount, interest, commission
- Ability to effectively plan sales strategy
- Ability to negotiate on behalf of CI Arb to achieve maximum benefit
• Ability to work independently and to be self-motivated
• Candidate must be extremely detail oriented and very well organized
• Candidates must have strong command of business English
• Ability to multitask and work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures, and significant deadlines
• Positive, “make it happen” attitude
• Exceptional time management skills
• At times, flexible hours may be required
• At times, travel may be required
• Knowledge of ADR industry is a benefit, but not a requirement
You must also be familiar and have worked with the following tools:
• Microsoft Office Suite
• Teams and Zoom video conferencing and webinar platforms
• LinkedIn and other social media platforms
• CRM systems

**Summary terms and conditions**

**Contract:** 18 Month Fixed Term Contract

**Salary:** £40,000

**Annual Leave:** 25 days holidays per annum plus UK bank holidays

**Pension:** Generous Pension Scheme (from day one of joining CIArb)

**Healthcare:** Company scheme subject to terms and conditions.

**Life Assurance:** Company life assurance scheme.

**Other Benefits:**
• Season ticket loan
• Cycle to work scheme
• Perkbox (employee money saving platform)
• Flexible working hours – core hours
• EAP (Employee Assistance Program)
• Wellbeing and social incentives e.g. Christmas party, summer party, International day, Charity events
• Gym/Fitness Scheme
• Learning & Training opportunities

**Location:** CIArb Head Office, 12 Bloomsbury Square, London, WC1A 2LP

**Notes:** We are keen to encourage applicants from all identities and walks of life.

**How to apply:** To apply for this job opportunity, please click on APPLY HERE

**Closing date:** 10 March 2022