**Job Title: Business Relationship Executive**

**Salary:** £30,000+ OTE (£25,000–£27,000 FTE basic, dependent on experience)
**Contract:** Part Time, Permanent
**Location:** Doncaster, with regular local travel required

**Benefits:**

* 25 days annual leave (plus bank holidays), increasing with length of service + 1 day off for birthday\*
* Health Cash Back Plan\*
* Pension Scheme\*
* Commission based on new member sales performance
* Mileage allowance for business travel
* Local discounts including discounted gym membership

\*Subject to scheme rules and eligibility

**About the Role**

Due to exciting expansion plans and a growing business community, Doncaster Chamber is recruiting a dynamic and driven **Business Relationship Executive** to join our existing team. This role is crucial in developing the Chamber’s membership base by engaging prospective members, generating leads, and building long-term business relationships. This role sits at the heart of the Chamber’s mission to support and champion local business success.

This is a proactive sales and relationship-building role, suited to a confident self-starter with a proven track record in business development or B2B sales.

**Key Responsibilities**

**New Member Acquisition & Lead Generation**

* Proactively seek out new business membership opportunities via cold calling, networking, social media, referrals, and inbound website enquiries.
* Develop and maintain a robust sales pipeline and schedule appointments with prospective members.
* Conduct face-to-face and virtual meetings with potential members to present the Chamber’s services and benefits.
* Accurately maintain sales records and update CRM with prospect and lead information.

**Relationship Management & Community Engagement**

* Represent Doncaster Chamber at business and networking events to enhance visibility and engage the business community.
* Identify opportunities for member businesses to get involved with sponsorship, advertising, and promotional services and refer accordingly.

**Reporting & Sales Support**

* Provide regular updates on pipeline of new business
* Support team colleagues with strategic sales campaigns and promotional membership drives.

**Event Support & Stakeholder Collaboration**

* Attend and contribute to Chamber events to support member engagement and recruitment.
* Collaborate with internal teams and external partners to promote Chamber services and raise awareness of the Chamber’s impact across the region.

**Person Specification**

**Essential:**

* Minimum 2 years’ experience in a sales, business development, or account management role.
* Demonstrable ability to meet and exceed targets in a professional B2B sales environment.
* Excellent communication, negotiation, and presentation skills.
* Confidence and professionalism when networking or meeting with business leaders.
* Highly organised, self-motivated, and capable of managing workload independently.
* Strong IT skills, including use of CRM systems and Microsoft Office suite.
* Full UK driving licence and access to own vehicle for business use.

**Desirable:**

* Knowledge of the South Yorkshire business landscape.
* Understanding of membership-based organisations or not-for-profits.

**Key Performance Indicators (KPIs)**

* A minimum of 12 new members recruited monthly (staggered over the initial 4 months)
* Conversion rate of qualified leads to members
* Sales pipeline growth and accuracy
* Quality of engagement and feedback from new members
* Referrals or upselling of additional Chamber services (e.g. sponsorship, advertising)