



**JOB DESCRIPTION:** **Business Development Executive**

**LOCATION:** Belfast Mills, Percy Street, Belfast BT13 2HW

**REPORTS TO:** Executive Director

**Job Purpose:**

The Business Development Executive is a key contributor to NIFDA's long-term growth and operational excellence. This role provides strategic support to the Executive Director and Board of Directors, playing a pivotal role in driving member engagement, managing critical projects & communications, and enhancing the efficiency of organisational processes. The role combines business development, project management, and office administration to help position NIFDA as a leader in the food and drink industry.

**Key Responsibilities:**

**Strategic Business Development:**

- Collaborate with the Executive Director and Board to identify and drive strategic growth initiatives that align with NIFDA's long-term vision, including member engagement and retention strategies.
- Develop strong relationships with NIFDA members, industry stakeholders, and governmental bodies to advance NIFDA's influence in the food and drink sector, ensuring alignment with industry trends and opportunities.
- Lead market research efforts to identify emerging industry trends and opportunities, leveraging insights to inform strategic decision-making and project prioritisation.

**Operational Excellence and Project Management:**

- Manage and oversee key organizational projects, ensuring alignment with the strategic objectives of the Board and Executive Director.
- Take full responsibility for managing the office's operational efficiency, including document security, compliance with regulatory standards, and project delivery timelines.
- Develop, implement, and refine operational processes to optimize efficiency and ensure compliance with data protection legislation and other relevant regulations.

### **Board Support and Governance:**

- Provide proactive executive support to the Board, including scheduling and organising meetings, preparing strategic meeting agendas, and ensuring timely follow-up on key decisions.
- Ensure the smooth execution of Board-level governance by facilitating communication, documentation, and reporting between the Board and other stakeholders / members.
- Maintain confidentiality and discretion in handling sensitive company information, ensuring all decisions and actions align with the organisation's long-term objectives.

### **Stakeholder Engagement and Event Management:**

- Lead the organisation and execution of key NIFDA events, driving member engagement and brand visibility.
- Manage relationships with external stakeholders, including industry partners, governmental bodies, and service providers, ensuring collaborative and beneficial partnerships.
- Maintain and enhance NIFDA's digital platforms working with communications agencies, including the website and databases, to support member engagement and promote the organisation's offerings & key deliverables.

### **Technology and Systems Management:**

- Oversee the best exploitation and use of IT systems, ensuring they support NIFDA's operational and strategic goals.
- Utilize data and technology to support decision-making and optimize member service and project delivery.

### **PERSON SPECIFICATION:**

#### **Qualifications / Experience:**

- Minimum of 5 GCSEs/O-levels (grades A-C), or equivalent.
- At least three years' experience providing executive-level support to a management board or committee is highly desirable but not essential if the candidate can demonstrate the appropriate skills & qualities required.
- Experience or knowledge of the food and drink industry or related sectors is highly desirable.

### Essential Competencies:

- **Strategic Thinking:** Ability to contribute to and implement the organization's long-term vision and growth objectives.
- **Executive Support Excellence:** Demonstrated experience providing high-level executive support, ensuring smooth operations and governance.
- **Project Management:** Proven ability to manage complex projects from inception to completion, aligning them with organisational goals and ensuring timely delivery.
- **Stakeholder Management:** Strong ability to build and maintain productive relationships with key internal and external stakeholders.
- **Data-Driven Decision Making:** Comfortable using data and insights to inform business development strategies and operational improvements.
- **Technological Savvy:** Proficient in office management software, IT systems, and social media platforms.
- **Professionalism and Confidentiality:** Demonstrated ability to handle sensitive information with discretion, acting as a trusted partner to senior management.
- **Adaptability and Resilience:** Comfortable in a dynamic, fast-paced environment, with the flexibility to adjust priorities as needed.

### Other Personal Qualities:

- Strong communication skills with the ability to convey complex information clearly and concisely.
- Self-motivation and a proactive attitude toward continuous improvement.
- Commitment to high standards of accuracy, attention to detail, and time management.

The candidate must be willing to work outside of regular office hours, including early morning Board meetings and evening industry events.

### Outline Terms and Conditions:

- Salary up to £40,000 depending on skills and experience
- Total working hours 34, over the period Monday to Friday
- Contributory company pension scheme
- 25 days annual leave + 11 public / bank holidays
- Probationary period of six months
- Parking on-site (free)
- Company Sick Pay Scheme (following qualifying period)
- The role will be office based in the first instance. However hybrid working may be considered subject to business needs being met
- Some travel across Northern Ireland will be expected.