executive head of business development job description

title: Executive Head of Business Development
reports to: The Chief Executive Officer
based at: **acsis** Cape Town or Johannesburg

job purpose

Determine the long-term strategic objectives of the business in conjunction with the other Exco members. Ensure business growth through directing and managing business development activities to ensure these are delivered in accordance with the organisational strategy. Plan, direct and manage business development activities. Ensure the effective achievement of the business development functional objectives, through the leadership of the division, by setting clear objectives in order to maximise individual, divisional and departmental performance.

key responsibilities and accountabilities

strategy formulation & implementation

~ contribute to the development and refinement of **acsis**' vision and strategy
~ support the overall process of management and corporate decision-making to ensure the organisation maximises its short, medium and long-term profitability and shareholder returns
~ liaise with other executive heads on the implementation of the company's strategic and operational plans
~ develop, review, and report on the business development division's strategy, ensuring the strategic objectives are well understood and executed by the heads of department
~ attend and/or chair company Exco, divisional Exco and staff forums in the business and serve as a director/trustee on various **acsis** boards/trusts/funds related companies and related entities as required
~ if a formal director, execute the responsibilities of a company director according to lawful and ethical standards

management of the overall business development function including

~ the financial planning company
~ the partner acquisition function
~ the partner management function
~ corporate consulting services
~ marketing
~ competitor, market, micro and macro-environmental analysis
~ impact the profitability of the company through ensuring strategic and tactical management decisions and new business development results
~ develop and lead the Business Development team in sourcing, managing and implementing new business opportunities
~ assessment and development of the equity partners
~ service delivery management - oversees marketing, promotion, delivery and quality of business development services
~ ensure efficient and effective marketing, advertising and promotional planning through the Marketing department

- present a yearly budget for board approval and prudently manage resources within those budgetary guidelines according to company policy and within ethical corporate governance guidelines
- management, monitoring, reporting and communication in regard to financial and physical resources, administration and budgeting
- maintain and develop organisational culture, values and reputation in its markets and with all staff, customers, suppliers, partners and regulatory/official bodies

people management

- build and lead an effective and cohesive management team
- in consultation with HR, implement effective succession planning, people management, development, recruitment, and retention strategies for the division
- manage the performance of all heads of department within the division through the formal performance management system
- promotion of employment equity and transformation
- self development and continuing personal development

basic areas of knowledge and skills

- sound commercial skills
- good project and time management skills
- knowledge of business and management principles
- strong analytical skills
- disciplined completer
- ability to work in a pressured environment
- management and leadership knowledge and experience
- organisational skills
- leadership skills
- coordinating activities and resources (including performance management)
- ability to work collaboratively
- 'hands-on' management style
- penchant for being proactive

knowledge and skills requirement

Demonstrated excellence in the field of business development. Demonstrated expertise in the building, growing and servicing of a business. Demonstrated excellence, understanding of and experience in the environment of investments, financial planning, investment consulting, employee benefits consulting and markets. Demonstrated experience in the management of a team at a professional level. Effective, commercial experience running a business unit/s.

The minimum required qualification for this position is a relevant tertiary qualification. A relevant postgraduate business qualification (CA, CFA, MBL, LLB, Actuarial or MBA). A CFP® or CFA with a current FPI membership.

Ten years experience in the financial services industry in the business development space, with a strong background in linked products, collective investment schemes, life insurance and/or employee benefits. A minimum of five years of the ten years experience must have been spent managing people, of which at least three years must have been spent in a senior management role.