

WORK WITH US



BUSINESS DEVELOPMENT MANAGER

Ideal start date: July 2023

Application closing date 5pm UK-time, 31st May 2023.

Soultuitive[®]
LEADERSHIP

THE OVERVIEW

You're the person in our team with their finger on the pulse for building action-taking relationships with clients, and proactively spotting industry-leading opportunities for us to make an even bigger difference.

1

PART TIME, REMOTE WORKING

Salaried role at 16 hours per week, split over three or four days (agreed in advance), on a permanent, employed basis - a 0.4 role. We would also consider a contractor, with a minimum 3-month rolling contract.

You can work from anywhere **in the UK**, as long as you have stable, reliable, secure, high-speed internet. We all work remotely - we're an office-free zone - and we meet up in-person three times a year.

2

REPORTING TO THE FOUNDER

You'll report directly to the founder, former Head of Market Research for one of the world's most disruptive brands. We're a small team and you'll have the support of the founder and our Operations Manager to implement your strategies, as well as ad hoc VA help.

3

SALARY & HOLIDAY

Salary for a suitably qualified candidate is between £41,000 and £50,000, pro rata for a 0.4 role (so £16,400 to £20,000). Occasional overtime may be required in busy periods, but is not normally expected.

Annual leave if working on an employed basis is 23 days, including any working days that fall on UK bank holidays, based on a 4-day working week. An extra day is added for each year of service, subject to performance.

This role is eligible for company pension contributions, which rise with each year of service, subject to performance.

4

ADDITIONAL BENEFITS

This role includes access to Clare Josa's online training programs, on a self-study basis, as agreed with Clare, with the exception of certification programmes.

This role includes eligibility for the company's profit-sharing scheme, subject to performance.



WHO ARE WE?

We're a heart-based organisation, with our feet firmly on the ground, on a mission to make a difference in the world by supporting people to:

- ditch Imposter Syndrome
- prevent burnout
- become free from toxic resilience
- have positive mental health
- make the difference you were born to make

If we had a motto, it would probably be:

***Changing the world isn't so much about what you do,
but about who you allow yourself to become.***

And if we were to sum up the essence of our mission in just two words, they would be:

Spread hope

Traditionalists would call us a leadership development company, but we prefer to think of ourselves as inspirers of passionate world-changers.

Our founder, Clare Josa, to whom you would report, is considered a global authority in Imposter Syndrome. She's the author of 8 books and a sought-after international keynote speaker on how to change the world by changing yourself.

We run online and in-person training, certification programmes up to Master Coach level, and also create bespoke programmes for corporate clients.

Our next big project is birthing the Natural Resilience Method® App, which captures the essence of Clare's work from the past 20 years and shares it in daily 5-minute chunks, to crank up your confidence, shrink stress levels, and get you consciously creating a life that makes the 'future you' do a happy dance.

We don't do 'sticking plasters' - we get people clearing out the root cause triggers for the stuff that has held them back, so they can wave goodbye to coping strategies and feel the relief, freedom and excitement that comes with becoming the 'real you'.



WHO ARE YOU?

YOU'RE A BIZ DEV GURU

- You've got extensive experience of getting corporate audiences hungry to take action
- You've got a proven track record in raising brand and product awareness, to magnetise ideal customers and put off those who would hate working with us
- You're creative and innovative in your outreach strategies, but back them up with rationale that makes it easy for others to trust your recommendations
- You're great at walking a mile in the customer's shoes, understanding their journey from 'curious first contact' to 'superfan', and know that this intuitive insight can often be more valuable than expensive market research studies
- You know that biz dev is about more than networking events, drinks parties at conferences
- You have a proven track record in 'unblocking' clients who are holding back on committing, without being salesy or sleazy
- You're expert at getting the ear of the key decision-maker(s) in an organisation, making a 'yes' faster and easier
- You love finding ways to generate ideal client leads, without using paid ads or spamming their social media DMs with cold pitches
- You work well with others, making it easy for them to understand what you need from them and helping them to learn and grow, whilst taking full responsibility yourself for delivering on your goals and objectives
- You're on a mission to make a bigger difference in the world, and you see each and every customer, student, reader and listener as a life we've had the privilege to impact, whether that be an inner lightbulb from a podcast episode or a year-long Mastermind



ABOUT THE ROLE

You will be the Business Development Manager, who helps clients to get fired-up to take the next steps in implementing the solutions we offer.

KEY ACTIVITIES

- Being the key point of contact for our clients and prospective clients, guiding them on the journey towards working with us, on a long-term basis, and being their voice in our marketing strategy work
- Co-creating and implementing proactive strategies for lead generation and conversion for our core products and services, including the Natural Resilience Method® App, our two certification programmes, our online courses and masterminds, and Clare's keynotes
- Working with Clare Josa to translate these strategies into monthly core themes and copy for newsletters, podcast episode teasers and social media posts that make people look forward to our next message, prioritising opening them in their inboxes
- Strategic input into brochures, proposals and research reports, working with Clare Josa to make them the kind of thing that potential clients will want to keep and take action on, rather than skim and delete
- Generating case studies that demonstrate the impact working with us can have, being considerate of client confidentiality
- Researching podcasts, publications and shows to interview Clare, and building relationships with the hosts for win-win outcomes
- Tracking trends in the news and social media, proactively spotting opportunities for us to provide thought leadership or to challenge assumptions, including new product ideas
- Proactive lead generation strategies that go beyond cold outreach and paid ads, reaching corporate decision-makers, as well as members of the public
- Building a referral system to generate warm, highly qualified leads
- Spotting opportunities for joint ventures and partnerships, to help us to make an even bigger difference
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

AUDIENCES

YOUR STARTING POINT: OUR EXISTING PLATFORMS & CHANNELS



NEWSLETTER SUBSCRIBERS

We have thousands of subscribers on our three core email lists: one for corporate leaders, one for personal development, and one for events. These are well-segmented and data-rich.



PODCAST LISTENERS

Clare runs two podcasts, one of which has 15,000 listeners in over 100 countries. She is also regularly interviewed on other people's podcasts, summits and shows.



BOOK READERS

Clare has published eight books and her latest, *Ditching Imposter Syndrome*, is now on its third print run with readers in over 50 countries. The audio book version was released in Q1 2023.



SOCIAL MEDIA

Clare is most active on LinkedIn and Instagram. We are about to launch company accounts, to build the Soultuitive® Leadership brand, in addition to Clare's personal brand.



TOOLS WE USE

Training is available for any of the systems below. You will not need to use all of them. **Confident use of Microsoft Office - Word, Excel, Powerpoint - are essential.** In addition, we work with the following tools:

STAYING IN TOUCH

We use Front App for email, because it allows us to work collaboratively and share notes and suggestions, whilst keeping track of customer enquiries.

Other communication is via Whats App and Zoom.

STAYING ORGANISED

We use Asana as our project management system. It's easy to stay on-track and it integrates with our email system.

For file sharing we use Google Drive and Amazon S3. For calendars we use Google Calendar and Acuity.

WEBSITES

We run a range of Wordpress websites, with articles, videos, podcasts and our secure training vault portal.

We run our research studies via the ScoreApp system.

CRM: ACTIVE CAMPAIGN

We use this as our client and student database. It is an integral part of our training system, and it is also what we use for our newsletters. We're intensive users of its automation features, with a passion for continuous improvement of customer experience.

MAKING THINGS BEAUTIFUL

We use Canva for creating brochures and social media graphics.

SOCIAL MEDIA

We use MeetEdgar for social media scheduling and keeping track of our online inboxes. Our main social media channels are LinkedIn and Instagram.

Closing date
5pm UK-time on
31st May 2023.

THE APPLICATION PROCESS

1

APPLICATION QUESTIONS

CVs don't show the amazingness of who you really are, so we ask you to complete some application questions. Please email our Operations Manager, Kait, to be sent them: kait@soultuitiveleadership.com

ANSWER THE QUESTIONS

Please answer the questions and send your responses to us in a PDF. You'll have the email address for that. We'll acknowledge this within 2 working days, so you know we've got it.

2

3

PRE-INTERVIEW TASKS

Short-listed candidates will be asked to complete two short tasks that represent the kind of work you'll be doing, so both you and we can see if it's a great fit for you. This will take under an hour.

VIRTUAL INTERVIEW

Successful applicants will then be invited to a Zoom interview. You'll be given the questions 72 hours in advance, so you get to show us the real you, not the 'on the spot' you.

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JOB OFFER

If offered the role, this will come with a formal offer letter, your contract, and a request for references.

If these are satisfactory, that's the point at which to tell your current employer.

SMOOTH START

We'll agree with you an on-boarding process so you quickly feel at home, as a member of the team, helping us to make an even bigger difference.

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