



Title: Executive Head of Business Development

Reports to: Chief Executive Officer.

Based at: Johannesburg

JOB PURPOSE:

In conjunction with the other Exco members, determine the long term strategic objectives of the business. Ensure business growth through directing and managing business development activities to ensure these are delivered in accordance with the organisational strategy.

To plan, direct and manage business development activities, to ensure the effective achievement of the business development functional objectives through the leadership of the division through setting clear objectives in order to maximize individual, divisional and departmental performance.

A. KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

1. Strategy formulation:
 - a. Contribute in development and refining of the vision and strategy for the business support the overall process of management and corporate decision making to ensure the organization maximizes its short, medium and long term profitability and returns to its shareholders
 - b. Develop and review the division strategy, ensuring the strategy objectives are well understood and executed by the team heads.
2. Management of the overall Business Development function including;
 - a. The Financial Planning Company
 - b. The Partner Acquisition Function
 - c. The Partner Management Function
 - d. Corporate Consulting Services
 - e. Marketing
3. Performance analysis against strategic objectives.
4. Competitor, market, Micro & Macro-environmental analysis.
5. Have a direct impact on the profitability of the company through strategic and tactical management decisions and new business development results.
6. Develop and lead the Business Development team in sourcing, managing and implementing new business opportunities.
7. Equity Partners assessment and development.
8. Service Delivery Management-- Oversees marketing, promotion, delivery and quality of business development services.
9. Marketing, advertising and promotion planning.
10. (If formal director) Execute the responsibilities of a company director according to lawful and ethical standards.
11. Involvement in strategic planning, resource allocation, leadership and organizational development.

12. Attend and/ or chair company Exco, Divisional Exco and staff forums in the business.
13. Liaise with other executive heads on strategic plan and operational plan implementation in the company.
14. Facilitate the development and alignment of divisional business plans to company strategic plans
15. Identify, develop and direct the implementation of the strategic goals and objectives of the division.
16. Provide performance analysis against strategic objectives.
17. Plan and direct the division's activities to achieve stated/agreed targets and standards for financial performance, quality, culture and legislative adherence.
18. Present a yearly budget for Board approval and prudently manages resources within those budget guidelines according to company policy and within ethical corporate governance guidelines.
19. Manage and guide divisional teams, attend various management forums in the business and serve as a director/trustee on various boards/trust/ fund of related companies and related entities as required.
20. Build and lead an effective and cohesive management team.
21. In consultation with HR Implement effective succession planning, people management, development, recruitment, and retention strategies for the division.
22. Management and monitoring of, and reporting and communication in regard to financial and physical resource, administration, budgeting.
23. Manage the performance of all heads of department within the division through the formal performance management system.
24. Promotion of Employment Equity and Transformation
25. Self-development and continuing personal development
26. Maintain and develop organisational culture, values and reputation in its markets and with all staff, customers, suppliers, partners and regulatory/official bodies.

B. BASIC AREAS OF KNOWLEDGE AND SKILLS

- Good project and time management skills
- Knowledge of business and management principles
- Strong analytical skills
- Disciplined completer
- Ability to work in a pressurised environment
- Basics in Management and Leadership
- Organizational Skills
- Leadership Skills
- Coordinating Activities and Resources (including performance management)
- The ability to work collaboratively
- A "hands-on" management style.
- A penchant for being proactive.

C. KNOWLEDGE AND SKILLS REQUIREMENT

- Demonstrated excellence in the field of Business Development.
- Demonstrated expertise in the building, growing and servicing 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. Commercial experience of effectively 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 membership with the FPI would be highly advantageous.

- 10 years experience in the financial 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 5 years of the 10 years experience must be people management experience and of which at least 2 years must have been spent in a senior management role.