

Recruitment - Business Development & Finance Team

Job Title: **Head of Business Development & Finance Director**

Start Date: October 2018

Summit date: April 2019

Application deadline: 28 September 2018

Remuneration: **Voluntary**

**** Applicants must be currently enrolled in LSE ****

About the LSE Africa Summit

The LSE Africa Summit is a two-day conference focused on addressing the salient issues facing the African continent. It brings together political, research and business leaders – those pushing Africa to the forefront of the global agenda – to engage with the pertinent themes of health, education, business and governance on the continent. This year, the keynote was delivered by H.E. Nana Akufo – Addo, the President of the Republic of Ghana. More information on the summit can be found at <https://lseafricasummit.org/>

About the role

As the Head of Business Development & Finance Director, you will be primarily responsible for developing the fundraising strategy, engaging potential sponsors in securing funding and overseeing all budget related matters for the Summit. You will also be responsible for managing relationships with sponsors and collaborators who may be internal within the LSE or external. Finally, you will report directly to the Co-directors and lead and ensure performance of a team consisting of Business Development Coordinators (2), a Business Operations Coordinator (1) and a Finance Coordinator (1).

Key responsibilities:

- **Secure funding:** (1) research into potential sponsors, partners and collaborators (2) evaluate the brand and value of the Summit vis a vis the work of these potential partners (3) develop sponsorship packages (4) along with Co – directors and the rest of the Business Development team, lead engagement with potential sponsors with a view to establishing long term relationships with the Summit
- **Client relationship management:** manage ongoing conversations with sponsors and work with the rest of the business development & finance team to deliver an all-around exceptional customer service from inception of the relationship, to on the day and after the Summit
- **Engagement with LSE stakeholders:** including at Africa Center and LSE advancement on sponsorship and finance related matters
- **Budget:** along with the Africa Center and the finance coordinator, develop and manage all Summit budgets

- **Team leadership:** (1) delegate, plan and lead meetings for your team (2) ensure timely progression of your team towards major deadlines and fill gaps where necessary (3) work alongside media and logistics teams to ensure strong goal alignment, particularly with regards to ensuring deliverables for sponsors and enforcing discipline with the budget

Key abilities of the applicant

- A strategic thinker with an ability to see the big picture, but also possessing excellent attention to detail
- A relationship builder, collaborator and team player
- A self-starter with an ability to create your own work plan and set strategic direction for your team
- Strong communication and organizational skills, with an ability to engage with senior leaders of organizations and the rest of the Summit team
- Good business acumen
- Ability to think outside the box and consider a problem from various angles
- Excellent time management skills to balance your studies with a full-time commitment to Summit responsibilities
- Ability to perform well under pressure, in a fast-paced environment

Why should you apply?

- This role provides an excellent opportunity to sharpen your strategy development, negotiation, business management, problem solving and leadership skills, all valuable to most employers
- An opportunity with network with business leaders within prominent organizations and at the LSE. You will also have the opportunity to engage with pioneering research personalities and policy makers across different sectors throughout Africa
- Enrich your knowledge on Africa's most pressing issues, while obtaining substantive work experience on issues related to the continent
- Build important relationships who could potentially become your mentor, colleagues and peers
- Remain close to the industry, developing and influencing high-level contacts
- Be part of an engaged and ambitious team to enrich your LSE experience

Please submit your CV and a short cover email outlining your suitability for the Summit and the role to africasummit@lse.ac.uk by 28 September 2018.

Thank you for your interest. We look forward to hearing from you!

NB: We would like to stress that this is a demanding role and whoever is applying for this must be committed and dedicated to the summit and the workload attached to this role. As we are all students and have our academics to focus on, it is important that the candidate is aware of the time demand for this role and must be able to effectively manage his/her time so that neither the summit nor academics negatively impact on the other.