



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Senior Business Development Manager

Department/Division: Summer School, International & Executive Programmes Unit
Accountable to: Deputy Director (Summer School, Executive & International & Executive Programmes)

Job Summary

The Summer School, International and Executive (SSIE) Programmes Unit is a highly successful and commercially driven team that delivers LSE's open enrolment short courses and distance learning degree programmes:

- The LSE Summer School is recognised a global leader, and is one of the top three Summer School programmes in the world measured by student enrolments, attracting over 6,000 participants annually, the majority studying on the LSE campus over an intensive 12 week period every summer.
- The University of London International Programme (UoLIP) was the originator of distance learning more than a century ago. In excess of 20,000 students across nearly 40 countries are currently studying LSE designed degrees either through distance learning or accredited organisations. The programme is steeped in history, boasting numerous notable alumni including Nobel prize winners and a number of world leaders.
- The Unit is also responsible for executive education and postgraduate level courses teaching social science research methods.

The programmes represent valuable revenue sources for the School, generating critical funds to invest in teaching and research activity. All our programmes operate in increasingly competitive markets.

The ongoing success and future growth of these programmes is reliant upon establishing long-term, mutually beneficial organisational partnerships. These are predominantly with **overseas universities** who provide teaching and recruit students to the UoLIP programmes and/or support their students to attend the LSE Summer School and **corporate organisations (UK and abroad)** who choose to partner with the LSE to equip their staff with the skills and knowledge to achieve their organisational objectives.

In 2017, we will also establish our first partnership with a corporate organisation to deliver a programme of open enrolment online courses. We believe the LSE can be a key player in this market and have a high ambition for this project.

The Senior Business Development Manager plays a key role in this work, combining a flair for project management with strong project management capabilities to take responsibility for:

- Establishing first-class relationships with our existing partners, which maximise their potential
- Ensuring the LSE provides a consistent and appropriate level of support to enable partners to achieve their goals.



Duties and Responsibilities

- Develop and deliver a programme of LSE support for SSIE partners which drives successful partnerships whilst enabling the LSE to prioritise our resources based upon strategic and financial value
- Create and deliver partner development plans to grow existing SSIE partnerships to ensure long-term relationships and maximum value for LSE
- Account manage existing SSIE partners and ensure the LSE meets our partnership obligations and celebrates/recognises key milestones and achievements with partners
- Collaborate with the Senior Business Acquisition Manager to develop propositions to secure, and then oversee the successful launch of, new partnerships
- Identify partnerships which are at risk of failing to achieve target, and develop plans and activities to address this
- Work with the Deputy Director (Summer School, Executive & International Programmes) to define business development priorities, strategy and projected partnership budgets
- Build networks with key decision makers and influencers within our SSIE partners, including involving and briefing School leadership and academics where appropriate
- Provide regular reporting to senior internal stakeholders on partnership results and progress
- Develop an excellent working relationship with key internal and external stakeholders involved in the SSIE programmes, including LSE academics and the University of London global engagement team
- Protect the School's external reputation and brand by ensuring appropriate due diligence is maintained on existing partners
- Maintain written and electronic records of partner relationships, in accordance with relevant LSE and statutory requirements.
- Lead on discrete projects, as they are identified and arise.

Note

The LSE has a progressive pay structure that rewards you with annual pay increases up to a certain level as you develop in your role. We also provide for further reward past this point in the form of further pay increases based on exceptional performance.

Flexibility

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above.

Equality and Diversity

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.