



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: Business Development Manager

Department/Division: Data Science Institute/PAGE **Accountable to:** DSI Director (0.5FTE) and Director of Corporate Engagement, Philanthropy and Global Engagement (0.5FTE)

Job Summary

There are two main tasks for this position a) to develop and manage income-generating and funding opportunities through partnerships with private and public sector entities for DSI, b) to identify and cultivate other income-generating corporate opportunities for the benefit of other parts of LSE.

Duties and Responsibilities

1. **Data Science Institute (DSI):** <https://www.lse.ac.uk/dsi>

Business Development

- To research and identify potential partnerships with corporates, state agencies, foundations and other funding bodies to support key DSI priorities.
- Working with the DSI Director and colleagues in the Research and Innovation unit and the Philanthropy and Global Engagement unit, to develop strategic plans and proposals that deliver critical income-generating/funding opportunities for DSI.
- To establish and cultivate mutually beneficial relationships that, in addition to delivering ROI, help broaden the reach and impact of DSI's work.
- To effectively account manage key partnerships, maximising opportunities and ensuring long-term returns are realised.
- Produce reports and relevant data analysis to inform the ongoing development of the strategy.

Liaison, Networking, and Communication

- To provide a high-quality and professional interface in support of the DSI's engagement and business development activities. This will include (i) coordinating inward/outward visits to/from existing/potential partners or coordinating associated events with various internal and external audiences; (ii) responding to communications from existing/potential partners and initially reviewing any new proposals before making recommendations to the DSI Director on appropriate next steps; (iii) accurately recording key discussion points and decisions in relevant meetings with partners; and (iv) ensuring that decisions are executed in a timely manner.
- Proactively seek creative opportunities to promote the portfolio of partnership offers, including writing web content and marketing materials.
- Work effectively and collaboratively with the leadership of DSI, and all DSI professional



- service and academic colleagues contributing to the success of DSI.
- To develop a good working relationship with other professional service divisions (<https://info.lse.ac.uk/staff/divisions>) and academic departments, centres and institutes at LSE, as DSI rolls out its collaborative teaching and research projects.
- To maintain accurate records of engagement using the LSE/DSI CRM database.

2. Corporate Engagement (Philanthropy and Global Engagement Division)

Business Development

- Under the direction of the Director of Corporate Engagement, to research, identify and propose strategic partnerships that help deliver against the School's 2030 strategy: <https://www.lse.ac.uk/2030>.
- To identify income-generating or funding opportunities with corporate partners for scholarship and research support, internships and employment schemes, knowledge exchange projects and other support for students and faculty at LSE.
- To participate in the Corporate Engagement Network, an internal network of externally-facing LSE professionals; to identify new or unexploited opportunities with existing LSE partners.
- To ensure all business development activities are efficiently captured on our internal databases (CRM) and reporting tools.

External Engagement

- To support the priorities of the Corporate Engagement Network (CEN) outreach efforts by identifying new channels of communication to external partners and new platforms to promote our activities.
- To help develop high quality and effective external marketing materials that articulate LSE's offer to partners and support academics in their outreach activities.
- To capture case studies and best practice examples to share internally and externally to promote the LSE's corporate engagement activities.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)



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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.