

Business Development and Sales Manager

Rubic Law, with offices located in the Bristol City Centre are seeking a full-time, permanent Business Development (BD) and Sales Manager.

Overview

Rubic Law is a dynamic boutique law firm which has spent the time required to hand pick and nurture its team. This attention to detail has enabled the firm to build a unique set of values by which the entire firm operates. The service delivered is comparable in quality and sophistication to the top 200 law firms, however it benefits from a more personal touch.

We are now seeking an experienced and versatile BD and Sales Manager to enable the next phase of growth. The firm is in an exciting position and 2022 has been a pivotal year of growth so far, following our rebrand last year.

The role

You will be instrumental in assisting in the continued development and growth of the firm to drive business growth and increase our market share. You will build awareness by working with the Marketing Manager and our four practice areas to develop and execute BD and marketing strategies, gaining an understanding of our services, sourcing new networking and business opportunities, identifying and targeting potential new customers, improving the quality of our client communication and supporting Rubric Law to achieve our vision "to lead in client service for the legal sector".

We are offering a competitive market salary, excellent holiday entitlement, and private medical cover.

Key responsibilities:

- Use your previous skills to identify any new lead opportunities.
- Make contact with potential clients via telephone, email and social media platforms and following up initial calls and quotes.
- Take ownership of our Customer Relationship Management (CRM) software, utilising and managing it in order to record, analyse and report data.
- Build a strong relationship to gain trust from clients.
- Take time to really understand what the client needs, in order to offer the best service.
- Manage the whole new client process, to ensure the best possible service and outcome.
- Co-ordinate with marketing to develop BD and marketing plans with specific objectives across different channels and our niche sectors.
- Lead the execution of plans from start to finish, leveraging internal support and driving collaboration across all media channels.
- Work with our external partners to maximise our reach and awareness to target audiences.

How you will make a difference?

Business Development is integral to a company's success and you will bring our firm and the services we offer to the attention of potential clients and referral sources.

What will be expected of you?

You will be required to live the values of the firm. You will be happy to work autonomously but within the framework of the firm. You will be an excellent communicator.

Who you will be working with?

As a boutique commercial firm (10 head count) you will have direct access to all members of the team. Initially, you will spend time with the Managing Director, Marketing Manager and Head of Business Operations on strategy, identifying opportunities and implementing BD strategy. You will report to the Managing Director.

What is it like to work here?

We're an energetic group who are closely connected. There is a flat management structure with the Managing Director actively involved in the development of the team. The work is serious and there is a high output required, but the environment is supportive, fun, and enjoyable.

We operate four practice areas (Real Estate, Corporate, Commercial and Employment) and have acquired a specialist reputation. This, however, is not the end and we want to grow and develop each area of the business into new markets and geographies.

What will you be like?

- Experienced working in a professional services or legal environment.
- Passionate, innovative and pro-active in your approach.
- Strategic thinker, with the ability to align all activities to our core business plan.
- Entrepreneurial and confident in your ability to support the department.
- Professional, personable and approachable.
- Highly articulate both verbally and in writing.
- Enjoy being part of a dynamic team but comfortable in working autonomously.
- Want to work for an employer that has an appreciation for your level of commitment and work.
- Our values will resonate and inspire you.

Candidate requirements

- A minimum of 3 years' experience in BD with proven experience in delivering effective campaigns dealing with national legal and vertical market trade media.
- Experience in using BD/marketing technologies (e.g. CRM system, email marketing platforms, social media).

Location and hours:

- Full-time (Monday-Friday, 37.5 hours per week) role — 9.00am till 5.30pm.
- Based in our Bristol office (5 mins walk from Temple Meads).
- Hybrid working model with 2 days working from home.

Next Steps

For more information or a confidential conversation please get in touch with the Head of Business Operations on 0117 435 4350. Applications to be submitted by email to lisa.butcher@rubric.law.

Salary: market rate