

Job Title

Business Development Coordinator

Full-time (will consider part-time)

Salary: From £27,000 per annum

Location

Nottingham

What we offer

We take care of each other so that we can take care of our clients. Every Cartwrighter is empowered by our **Right By You** framework, which embodies our core values: Care, Courage and Conviction. These values are at the heart of our culture and guide how we show up for clients, colleagues and ourselves.

We're proud to be an accredited **Great Place to Work**, an **Inspiring Workplace** finalist, and ranked as one of the best small businesses for women.

Every Cartwrighter enjoys a generous package, including:

- 25 days holiday (plus Bank Holidays), increasing with long service + your birthday off
- Private health insurance with Vitality
- Access to mental health support (Care Coins & mental health first aider)
- Generous parental leave packages
- Hybrid working (3 days office / 2 days home)
- Flexible working around core hours
- Dedicated line manager & Personal Development Programme
- Mentoring and extensive training opportunities
- Summer away day, Christmas party, and regular socials
- Bike to Work scheme
- *Cartwrighter of the Month* recognition
- *Friyay* – our weekly shout-out celebrating the good things

Who we're looking for

We're looking for a **Cartwrighter**. We are fiercely loyal, relentlessly tenacious, plate-spinning pros, and one another's greatest fans.

At Cartwright, being *Right By You* means:

- **Collaboration & communication** – caring more, nothing less.
- **Creativity & curiosity** – sparking fresh ideas and challenging the status quo.
- **Results-driven delivery** – the right results, the right way.
- **Growth mindset** – asking for feedback, learning and helping others to grow.
- **Respect & integrity** – being fair, inclusive and values-led in everything we do.

The Role

You will be responsible for supporting our lead director with high-quality inbound and outbound leads, building rapport with these customers, understanding their needs, and ensuring a new business outcome that is representative of our fantastic agency and standard of work is achieved.

This is an essential role, working with our team of dedicated directors, to add creativity and impact to its new business output to genuinely shape the future of the agency.

Responsibilities

- Be an integral part of the agency's new business process, working to support our director in coordinating lead responses, building pitch teams, and managing internal deadlines to ensure the best outcomes
- Working alongside our director leading on marketing and branding to build on the agency's outbound lead generation including conducting in-depth research on targets and trends to identify new opportunities
- Be an ambassador for the business, representing the agency at networking and events
- A fantastic eye-for detail and a sales mind-set to be able to put together a killer Canva presentation
- Schedule, coordinate, and prepare materials for pitch meetings, client introductions, and internal strategy sessions.
- Process and track NDAs, contracts, and other necessary new business documentation.
- Build consultative and productive relationships with new business contacts, always aligning with the Cartwright messaging and values while pushing innovation and best-in-class solutions (**Client-centric thinking**)
- Collaborate across teams and disciplines, utilising their knowledge and leveraging their expertise to grow the agency (**Collaboration & communication**)
- Bring fresh thinking and embrace new technology and trends to improve our processes and proposals (**Creativity & curiosity**)
- Take ownership of tasks as requested by the director and keep the CRM up-to-date, aligning with business growth goals (**Results-driven delivery**)
- Proactively develop yourself and support the growth of others (**Growth mindset**)
- Act with fairness, inclusivity and respect at all times (**Respect & integrity**)

Desired Skills & Experience

- Self-driven person with a proactive approach with a positive outlook that is driven by their ability to make a real impact on the future of the agency.
- Able to create Canva presentations that are on brand and have sales impact. Also competent in Excel, Word, Outlook and internet applications
- Unrivalled attention-to-detail
- Ability to understand and apply sales messaging and strategies to proposals
- Experience of working in a sales environment is important. An understanding of how marketing agencies work would be valuable but not essential
- Excellent management of personal time and that of the team. The ability to manage the appropriate balance between competing tasks and prioritise activity effectively.
- Personal communication skills to get the best from a busy agency team and to liaise with prospective clients with the ability to see things from a client's point of view. Confident on the phone, able to build rapport and able to put together a professional and grammatically correct email response
- Proactive & Resourceful: You anticipate needs and can solve problems independently.
- Resilient: You thrive in a fast-paced environment and can manage multiple priorities simultaneously.
- A willingness to model and grow within our **Right By You** framework

Personal Development & Growth

Every Cartwrighter has a clear view of what 'great' looks like at each stage of their career – from emerging talent to senior leadership. Your development will be guided by the **Right By You** framework, with regular check-ins, feedback, and opportunities to progress.

Who we are

Cartwright is an award-winning, full-service team of PR, digital, social media, brand and marketing experts. From our offices in Nottingham, Birmingham and London, we deliver integrated campaigns that tell stories which sell.

Our culture is defined by being *Right By You*: for clients, colleagues, and ourselves. We care more, nothing less.

Next Steps

To apply, please send your CV and covering letter to people@cartwrightagency.com.