

# Pitch Lead – Business Development

## ROLE PURPOSE

An ambitious, creative and proactive individual to support the Business Development and Sales team with sales preparation, research and pitch creation.

The role sits within The Instant Group's central Business Development team who focus their efforts on creating new client relationships and winning large scale, high value workspace requirements. You will work alongside members of the sales support team to coordinate and manage the pitch and proposal process.

## KEY RESPONSIBILITIES

- Own the design, development and tracking of all pitch activity for the central Business Development team
- Evolve and improve on the sales documentation – creating, modernising and simplifying the visualisations of Instant's value propositions
- Formalise the brief process and develop a scalable workflow process to ensure timely delivery of all pitch and proposal work
- Create and manage a client debrief tracker ensuring the BD owners gather feedback independently on pitches
- Establish link between BD and Research and create weekly updates for the BD team
- Management of the top target client database
- Supporting the BD lead(s) with the coordination of creative and innovative bids / pitches through all sales phases
- Taking face to face briefs – Understanding not just what the BD lead is telling you, but qualifying exactly what the client business drivers are and using your in-depth knowledge of our products and solutions to create winning pitches.
- Designing pitch decks from existing templates, or creating tailored proposals using brand guidelines where appropriate.
- Creation of bespoke, graphical visualisations of product processes, commercial models, Instant data and market information
- Develop new ideas and concepts that involve coaching and developing business line teams, for pitching and presenting
- Working with the research team to continuously provide up-to-date data and market information to the BD team to assist in the sales process
- Coordinate pre-pitch run-throughs with BD Lead / Win teams
- Supporting the client owner with qualification (go-no-go) of identified opportunities

## BACKGROUND AND EXPERIENCE

It is a great opportunity for an enthusiastic, commercially minded, creative professional to move from a marketing role in to a progressive sales team specialising on large scale global contract pitches.

- The successful candidate will be of graduate calibre, confident and credible with previous commercial design experience. They will be an excellent team player whilst also having the ability to use their own initiative. The ideal candidate will come from a solutions based business and have strong IT skills.
- **Must have:** Office product suite – particular emphasis on Powerpoint and Excel
- **Great to have:** Microsoft BI, Salesforce and Adobe Creative Suite – Photoshop and Illustrator advantageous

## Working at Instant

### About The Instant Group

Whether it's market volatility, AI, digital connectivity or the rise of the millennial, we are seeing fundamental changes in how and where we work. **These changes are accelerating.**

We are a workspace innovation company that enables our clients to navigate continual disruption with continual transformation. Our flexible workspace solutions inject enterprise agility, strengthen brands, attract talent, nurture collaboration, reduce cost and drive EBIT performance.

This moves beyond 'workspace as a service' to workspace as a platform for growth, creating unique environments where people, place and performance converge. The Instant Group is **Rethinking Workspace.**

Established in 1999, The Instant Group has achieved 23% compound growth over the past 4 years and continues to expand with private equity funding from MML Capital in 2012. It has offices around the world including London, Berlin, New York, Hong Kong and Sydney and employs more than 150 staff.

### A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been consistently rated as one of the best small companies to work for by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mind-set.

### The details

We pay market salaries and the right person will be offered a package according to their experience.

You will be based at our head office at the Blue Fin Building in Southwark but may be required to work on a client site. The building boasts amazing views over London with café, coffee shop, roof terrace and paid gym in the basement.

The area itself (Bankside) is one of the oldest parts of London – entrepreneurs, artists and revellers have flocked here for almost 2,000 years. It is one of London's most vibrant areas, with a heady mix of culture, foodie delights, attractions and architecture. Bankside was once known as London's larder, it's a title that lives on today in the fresh produce of Borough market and the wealth of fine restaurants, pavement cafes and shops surrounding it.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

### For more information please contact Alice Mitchell:

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