



## Job Description

### Section 1 - Description

**Job Title:** Business Development and Partnerships Lead

**Location:** CEO's Office

**Reports to:** Chief Executive Officer (CEO)

**Grade:** Grade 6B

**Date:** June 2026

### Section 2 – Job purpose

The post-holder is responsible to the Chief Executive Officer (CEO) for leading a new central function focused on identifying and developing new and existing income streams and generating significant additional income. This includes strategic oversight of business development and partnerships, with an expectation that the function will grow and expand over the coming years.

An integral member of the College Senior Management Team (CSMT), the post-holder will work closely with members of the CSMT and the College Leadership Team (CLT). They will collaborate with colleagues across all College directorates, as well as senior clinicians and external stakeholders in the UK and internationally.

The post-holder will ensure that commercial and fundraising initiatives are aligned with the College's charitable aims and strategy: to build an engaged and connected global community that enables members to develop the skills, knowledge and influence to improve healthcare standards worldwide.



### Section 3– Organisational structure



### Section 4 – Job dimensions

- Direct line management of x1 Sponsorship Executive (0.2 FTE), with an expectation that the team will grow as income and opportunities increase
- Responsible for driving multiple projects at one time
- Significant liaison with external parties, including educational establishments, prospective collaboration partners, donors and other stakeholders at senior levels
- Identification and development of opportunities which will generate £5M+ over the next three to five years

### Section 5 - Main responsibilities and role

- Lead the development and expansion of a central function focused on identifying and developing new income streams. This includes strategic oversight of business development and partnerships, with an expectation that the function will grow and expand over the coming years
- Successfully implement, and keep under review, the College business proposal process for use with all suggested new products, considering product market, financial return and related opportunities. Utilise this process to make recommendations to trustees, the CEO and members of the CLT/CSMT
- Identify potential collaboration partners, assessing their fit and making recommendations to the CLT/CSMT
- Oversight of sponsorship income generation across the College, in collaboration with teams responsible for delivery in areas including education, membership, heritage and 1599 at the Royal College



- Lead the development of a centralised fundraising income stream, including working with external fundraising consultants, College staff, and potential development of a new fundraising staff team if required
- Work with colleagues in Communications and Marketing to gather and apply market intelligence to inform commercial decision making and partnerships
- Identify and where appropriate, project manage the continuous improvement of policies, processes and systems to drive efficiencies and reduce costs/resource requirements in line with the College strategic goals
- Collaborate with colleagues across the College, aligning with and helping to shape future business development strategies and proposals
- Working with colleagues in Communication and Marketing lead the effective communications with key stakeholders, internally and externally, about the impact of the business development activities, partnerships and fundraising activities
- Any other duties within the scope, spirit and purpose of the job as required and as directed by CEO

### **Section 6 – Planning and organising**

- The post-holder will be required to plan and organise their work, collaborating with colleagues across the College who will be involved in each project, and taking a rolling annual overview of the timelines
- The post-holder will be required to confidently manage multiple projects at once. This will include coordinating clinician availability, setting clear timelines for tasks and keeping key internal and external stakeholders informed with regular updates
- Excellent planning and organisational skills and proven track record of financial and commercial acumen
- Management, setting and prioritisation of budgets, and decision making within cost constraints

### **Section 7 – Decision making**

- The post-holder will demonstrate strategic thinking to progress College initiatives, establishing new processes, practices and precedents in consultation with the CEO
- The post-holder will lead the development of the College's new income generating opportunities, a critical cornerstone of the overall College strategic and financial plan
- The post-holder will have autonomy on the management and day-to-day decisions relating to income generating initiatives within the delegated authority set by the CEO and in line with the College policy and procedures
- The post-holder will conduct meetings with potential partners, donors and/or educational establishments, taking responsibility for decisions taken in these meetings



- The post-holder will have significant influence and gravitas and be a key contributor to the development and delivery of the College strategy
- As part of the College Senior Management Team, the post-holder will contribute to decision making along with other colleagues in that team

### **Section 8 - Knowledge, experience and skills required**

- Demonstrable senior experience in business development
- Proven project management skills and experience, including all elements of financial and resource management, process-setting and reporting
- Broad management skills, credibility and experience to work alongside healthcare professionals and clinicians
- Proven track record of partnership building and stakeholder management
- Strong verbal and written communication skills
- Demonstrable financial and commercial acumen, and experience of working with business systems, such as a customer related management system (CRM)
- Strong influencing skills, with a proven ability to take a wider external perspective
- Understanding of the healthcare sector is desirable but not essential

The post-holder may be required to travel both within the UK and abroad, therefore periods away from home are necessary.