

**Job Title:** Media Business Development Executive  
**Department:** Media (Digital & Video departments)  
**Based:** Midlands  
**Reporting to:** Head of Media Business Development

## THE COMPANY

**DRPG** is one of Europe's largest, most experienced, award winning, fully integrated creative communications agencies. From strategic communication consultancy, to our complete in-house production facilities for digital, video, events & print, we deliver to companies of all sizes, spanning a wide range of industry sectors.

We're an exciting, fun, and rapidly expanding company that's packed full of passionate, solutions driven individuals. It's our purpose to make anything possible and create amazing solutions for our clients that get noticed and get results.

To find out more about careers and job opportunities click here <https://drpgroup.com/careers>

## REMUNERATION & BENEFITS

Agreed as per contract of employment.

24 days annual leave plus Bank Holidays	Pension Scheme
Maternity & paternity Leave	Weekend Pay if required
Company Bonus Scheme	Discounted Medical Insurance
Childcare Vouchers	Flexible Working Hours
Free onsite parking	Discounted in house café
Cycle to work scheme	Employee Assistance Helpline
Learning & Development	Eye Tests

## PURPOSE

**DRPG's** digital department has experienced rapid growth over the past few years, expanding the team and diversifying into many areas across the digital spectrum. Our film, video & motion team tells a similar story, achieving top accolades within the industry.

Due to advancements in both areas, the teams have naturally gravitated closer together, with greater use of film through digital channels, and recent innovations in interactive video, and content for AR & VR technologies. As such, the two teams have come together under the group division of Media.

As the right candidate, you will join the business development efforts to fuel both dynamic teams in a pivotal new role for the whole media division.

The role will assist digital and video in their continual growth, developing business opportunities and maintaining relationships internally and externally. Working alongside current business development activities in a fast-paced environment, you will be expected to deal directly with clients, convert opportunities into live projects and help keep track of the sales pipeline.

Ultimately, the role will contribute to all aspects of the business development lifecycle.

## **PRINCIPLE DUTIES**

### **Key Responsibilities**

Help drive business development within both digital and video departments

Create proposal and pitch documents, often as part of a formal bidding process

Take briefs from clients and internal stakeholders

Keep track of the sales pipeline, including all digital potential, live and lost jobs

Identify and create opportunities with new companies

Maintain and develop relationships with existing customers in person and via telephone calls and emails

Follow up on quotes to ensure opportunities do not dry up

This list is not exhaustive and will be tailored to the appointed candidate's expertise.

*You will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.*

## **EXPERIENCE**

- Experience in a digital, video production, creative, or communications agency (or equivalent)
- Experience in working in a business development environment
- Experienced in working to deadlines

## **SKILLS**

- High levels of digital competency
- Good communication
- Creative
- Persuasive
- Organised
- Good time management
- Competency of the Microsoft Office suite (Excel, PowerPoint, Outlook)
- Commercial and mathematical competence

## **CHARACTERISTICS**

- Passionate about digital and technical innovations
- Confident
- Communicative
- Driven
- Organised

## **OTHER REQUIREMENTS**

- Able to travel throughout the UK and overseas
- Driving licence

## **DATA SECURITY**

At all times you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

## **FURTHER NOTES**

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

***DRPG** is an equal opportunities employer.*