



Cyber and Fraud Centre Scotland

Job Description

Job title: Business Development Manager

Reporting to: CEO

The Role

The role will involve creating new business opportunities for our Professional Services and Cyber Skills Academy to current and prospective clients. The role will also involve engaging with organisations who are our members and growing our membership to ensure cyber resilience across the country.

Key responsibilities

- Identify, target, and secure new business opportunities across all Cyber and Fraud Centre Scotland services.
- Develop and implement strategies to recruit new members and clients to achieve targets and expand our customer base.
- Develop and maintain relationships with key clients.
- Maintain, build and manage positive relationships with existing memberships, attract new members, and enhance the value of memberships for current members
- Manage membership renewals and oversee the membership renewal process.
- Communicate with members on a regular basis and respond to their queries.
- Create and implement member retention strategies.
- Work with the marketing team to deliver high impact marketing campaigns to generate new opportunities for Cyber and Fraud Centre Scotland.
- Plan and execute membership events and programs.
- Client Engagement: Effectively communicate our service's benefits through a structured approach, tailored to the needs of clients.
- CRM Management: Keep accurate and up-to-date records of leads, prospects, and client information using CRM tools and data systems.
- Represent the company at industry events, including conferences, trade shows, and networking opportunities, to enhance brand presence and foster new relationships.
- Any other duties as required.

More information:

Send an up-to-date CV and cover letter setting out your suitability for the role to Kara.McLaughlin@cyberfraudcentre.com. Application deadline: 5pm Tuesday 9th September 2025.

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