

Business Development Executive

Biograph Wealth Advisors is a leading wealth management company based in Dublin 2. Our clients are typically high net worth individuals such as business owners, entrepreneurs, medical professionals and some of Ireland's leading sports professionals. Intentionally small, we operate at the forefront of investment theory whilst delivering a best-in class wealth management experience to our clients.

We are currently recruiting for a full-time Business Development Executive to join our expanding team. We are looking for ambitious individuals who are curious, collaborative and energised by contributing to the growth of the firm. This role is central to strengthening our commercial activity, elevating our brand presence, and supporting our recruitment efforts. Our aim is to empower you to shape your own career and support future business success at Biograph.

Activities:

As a Business Development Executive, the role will be varied. You will work closely with the CEO, advisor group and senior management team. Your responsibilities will include:

- Executing the business development strategy alongside leadership.
- Coordinating marketing activities and maintaining digital presence.
- Working with the Client Services team on the planning of client entertainment and business development events (sports events, industry conferences, client appreciation activities).
- Proactively identifying and developing new strategic referral partnerships.
- Creating post-event analytics and structured follow-up processes.
- Conducting market and competitor analysis to identify positioning opportunities.
- Maintaining CRM pipeline and lead-tracking systems.
- Initial point of contact for new business enquiries
- Tracking and reporting on business development KPIs and event ROI.
- Assisting with proposal writing or client-facing collateral.
- Supporting the development of thought-leadership content (articles, webinars, podcasts).
- Developing recruitment marketing
- Supporting internal team events.
- Other duties as assigned.

Essential Knowledge & Skills:

- 3–5 years' experience in marketing, events, BD or client services.
- QFA qualified (or willing to undertake the qualification/ exams)
- Strong organisational and project management skills.
- Experience planning corporate events.
- Excellent communication abilities.
- Strong attention to detail.
- Understanding of professional services.
- Self-starter able to work independently.
- Comfortable with strategic and hands-on work.

If you would like to have a confidential discussion and find out more, please reach out directly by email to lisadelahunt@biograph.ie

Package:

We offer a very competitive package for the right candidate. The hours are 9am to 5pm (Mon – Fri) at our offices in Dublin 2.

- Competitive salary commensurate with your experience
- Performance bonus
- LTIP participation
- Professional development support

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- Training
- Personal days
- 22 days annual leave

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