

## **Job Description: *Business Development Manager***

### **Position Summary:**

The primary responsibilities of this position will be developing long-term relationships with clients, generating new sales leads, writing and administrating grants, designing client pricing and forecasting sales revenue. Additionally, the role will include evaluating current sales performance, identifying ways an organization can expand and grow, and searching/analyzing/applying for different programs to help the ESVBA expand and serve the community. To excel in this role, you should be an active listener, have strong organizational skills, be comfortable in groups, willing to manage projects, and a desire chase and close new business opportunities both on the sales and funding.

### **Responsibilities:**

- Setting goals and developing plans for business and revenue growth
- Researching, planning and implementing new target market initiatives
- Researching, applying and administrating grant opportunities
- Researching prospective accounts in target markets
- Pursuing leads and moving them through the sales cycle
- Developing quotes and proposals for prospective clients
- Setting goals for the business development team and developing strategies to meet those goals
- Training business development staff
- Attending conferences and industry events.
- Writing and modeling of business plans to support the growth of the ESVBA
- Contacting potential clients to establish rapport and arrange meetings
- Planning and overseeing new marketing initiatives
- Increasing the value of current customers while attracting new ones
- Finding and developing new markets and improving sales

### **Candidate Qualifications**

#### *Skills & Abilities*

- Communication skills: Must be able to communicate with clients of all backgrounds and educational levels.
- Well-developed written and verbal communication skills
- Organizational skills: Must be comfortable juggling numerous clients, on and off site meetings and deadlines.
- Project management skills keeping on track with deadlines
- Time-management skills: Must understand how to prioritize workflow
- Basic technical and computer skills
- Self-motivated team player
- Excellent problem solving ability
- Be able to multi-task in a fast paced environment
- Goal-oriented and motivated to succeed

### **Job Knowledge**

#### Desired:

- Project Management
- Strong research and strategic analysis skills
- High competency working with Microsoft Office, CRM software
- Collaboration with multiple parties from inside and outside the company
- Ability to communicate, present, assert and speak to various parties
- Ability to persuade and compromise
- Knowledge of sales management
- Marketing
- Problem-solving

**Job Experience**Desired:

- 3-5 years of sales experience

Required:

- Excellent writing and oral communication skills
- Ability to interact with customers, vendors, contractors and other required personnel
- The individual must comply with departmental and corporate internal controls and all internal controls processes
- The individual must possess and employ the highest ethical and business standards and always conduct himself/herself with the greatest degree of professional integrity

**Education**Desired:

- BA in Business Administration or a related field