



POSITION DESCRIPTION

JOB TITLE: Business Development Manager

FLS STATUS: Regular full-time / Exempt

REPORTS TO: Vice President/Managing Partner

EFFECTIVE DATE: January 2019

POSITION SUMMARY (Short summary of the essential purpose of the job)

The Business Development Manager is accountable for realizing a comprehensive sales function for the firm's staffing and human resources consulting business. The Business Development Manager is responsible for developing new client business, obtaining and maintaining client accounts, and engaging in activities that generate revenue and results. Meeting revenue goals and other related metrics are critical aspects of this role. The Business Development Manager will be responsible for managing, developing, and leading sales conversations and opportunities with prospective and current client organizations within the Washington, DC Metropolitan Area and will work toward expanding sales by researching new business within identified target markets including but not limited to Chicago and New York.

The Business Development Manager will draft bids and proposals and works closely with business leaders regarding new sales orders and requests to establish and maintain a superior customer service experience with all clients. This individual will also collaborate with Management and Marketing teams to develop and execute approved marketing/brand/service development strategies related to staffing and human resources consulting business including key initiatives to expand in other markets.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Duties that occupy a major portion of time and importance in the job)

Sales and Business Development

- Manages and builds B2B staffing sales for staffing which is inclusive of temporary, direct hire, contract, executive search and human resources consulting opportunities with nonprofits, mission-focused and social enterprise organizations.
- Consistently and actively generates new business with local and regional nonprofit organizations by selling solutions and services. Meets weekly with vice president and managing partner and works collaboratively when appropriate with other practice leaders on new client prospects and provides outreach status.
- Accurately tracks client prospects and reports on weekly sales activities; maintains records and documents sales calls and meetings in database.
- Collaborates with internal staff to ensure that sales are consistent with service offerings and available pipeline meets or exceeds client demands.
- Achieves and reports on established sales goals and reports on status of goals and outcomes.
- Actively participates in business development meetings and works collaboratively with others on marketing campaigns and related materials designed to attract new clients.

- Drives new client development and relationships through effective cold calling and other appropriate business development activities; tracks and reports on related metrics.
- Cultivates new and maintains existing business relationships with appropriate individuals within nonprofit organizations with the intent of translating business relationships into profitable sales opportunities.
- Establishes and maintains partnerships with for-profit entities whose businesses compliment those of the firm's services with the intent of translating relationships into profitable sales opportunities.
- Maintains up-to-date awareness of nonprofit industry trends, potential clients' missions and services usage/needs of nonprofit organizations.
- Develops, manages, and monitors sales funnel and budget in partnership with the vice president/managing partner to identify opportunities to increase sales revenue.
- Represents firm at appropriate business development/sales events such as exhibits, trade shows, and networking events to showcase the firm's service offerings.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED (Minimum education and experience needed to perform the job adequately)

- A minimum of 5 years of proven sales experience selling professional services is required, plus demonstrated understanding and knowledge of the nonprofit sector.
- Proven ability to establish key relationships quickly that are focused on delivering services that are customer-driven, using a consultative sales approach with the ability to actively listen and ask questions and offer solutions to decision makers.
- Exceptional persuasion and negotiation techniques and commitment and passion for winning new business.
- Proven understanding of a sales pipeline from discovery to close and ability to proactively follow through with prospective clients.
- Demonstrated ability to effectively build and maintain relationships, both internally with colleagues and leadership teams, as well as externally with clients and other community leaders.
- Impeccable written and oral communications, presentation and influencing skills.
- Proven high levels of integrity and work ethics.
- Savvy business and interpersonal skills that includes the ability to be entrepreneurial, self-motivated and sales focused.
- Exceptional organizational skills to simultaneously use online business tools and deliver business development activity reports that demonstrate transparency in weekly and monthly goals.
- Ability to forecast sales opportunities and have intuitive business strengths to be proactive and not reactive.
- Must demonstrate a good balance of risk taking and judgment, confidence and assertiveness, open-mindedness and flexibility.
- Sensitivity to corporate needs and resources, client and employee goodwill, and the firm's public image.
- Proven proficiency with using CRMs, Salesforce or other similar systems, Office 365 applications, social media tools and Internet-based research.

ADA SPECIFICATIONS (Physical demands that must be met in order to successfully complete the essential functions of the job)

Position requires the ability to travel locally and nationally. Requires the ability to walk, speak, read, and hear. Periodic overnight travel out of town is required. May require ability to lift and roll items of up to 50 lbs. and capable of working remotely.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.