

Position Overview:

The Business Development Manager is responsible for new business development through lead generation, client contacts, client meetings resulting in new business wins and continued cultivation of the client. We take the time to build relationships with clients and candidates so we can truly understand what they need and how we can help them succeed.

The Business Development Manager will exercise discretion and independent judgment with respect to matters of significance that are directly related to the management and operation of the business, including:

Business Development Manager Primary Responsibilities

- Embody the company's Mission, Vision, and Core Values.
- Complete all required role based training.
- Execute the company's Operating Model as a best practice.
- Document all activity and client communication in company's software.
- Participate in and prepare for 1 on 1s, sales coaching sessions, sales meetings, client planning, client reviews and sales pipeline review.

Prospect Management:

- Research new companies and complete pre-call planning.
- Source and Identify company contacts.
- Execute new business development calls.
- Execute new client meetings.

Client Management:

- Schedule and execute new joint client meetings with BDM, Sr. BDM, and/or leadership.
- Execute both new and existing client meetings
- Expand client base by developing and providing solution-based options to clients.
- Develop company organizational charts for each company.
- Develop and maintain a sales pipeline.
- Facilitate RFPs, Agreements, Client Business Reviews (CBRs).
- Execute Ad calls, Lead calls and MPC calls.
- Execute TAP program/Marketing Campaigns.
- Price/negotiate business in alignment with market pricing strategy.
- Partner with Strategic Accounts as necessary.
- Ensure Client Quality Control.
- Identify gaps in service for current clients.
- Facilitate sales and recruiting collaboration to ensure desired business results.

Education

High School Equivalent

Bachelor's degree not required but strongly preferred

Position Qualifications

5+ years of verifiable sales experience, preferably B2B selling

A desire to increase business opportunities in designated market by being actively involved in the community

Strong PC skills as these are critical to your success in this role

Ability to understand and apply basic business acumen and financial concepts

Ability and skills sufficient to drive a motor vehicle 60-75% of the time to visit office locations, prospects, new clients, or to attend networking opportunities

Knowledge, Skills, and Abilities

- Proven success in a very fast-paced team environment.
- Ability to fully leverage all processes and technology tools to more productively deliver results
- Strong interpersonal communication and influencing skills
- Ability to make decisions, take direction and execute a plan
- Ability to organize and manage multiple priorities/projects
- Ability to operate a motor vehicle