

Foundation Management & Pro-Productions, Inc.
Job Description

Position Title: Director of Business Development

Reports to: President

Date Written/Revised: January 24, 2018

Position Purpose:

The Director of Business Development is responsible for developing and implementing a comprehensive internal and external marketing plan to increase client base, revenues, and profits. S/he serves as a senior team member and has an integral role in the development and success of the company.

Essential Functions:

The following list of essential job functions is not exhaustive and may be supplemented as necessary.

1. Execute, along with senior team, the vision and mission for the tactical and strategic operation of the company.
2. Work collaboratively with and be responsive and responsible to other team members to maintain a positive, professional, and productive work environment.
3. Interpret and ensure compliance with operational standards, policies, procedures and guidelines are met to promote their consistent application in accordance with the company's mission and operating procedures.
4. Cultivate and follow through on leads and prospects, developing and maintaining client relationships, presenting the company's services, analyze client needs, and negotiate proposals.
5. Commit to a targeted level of new client growth and profit by implementing the overall strategic direction for business development within the company.
6. Spearhead, lead and fully execute key initiatives that support the organization's sales strategy.
7. Plan, initiate, and conduct sales conversations with key decisions makers via inbound and outbound phone calls, in and out of office meetings/presentations and other effective means to generate new business and expand existing business.
8. Delegate tasks to Project Managers and Account Coordinators and continuously mentor, train, and provide leadership to effectively prepare and complete any and all client requests/needs.
9. Prospect and cultivate new sales leads through creative lead generation methods in addition to strategic and organized follow up with sales provided by the organization.

10. Develop sales presentations for new business prospects, create PowerPoint proposals to include research of category and clear understanding of prospects business needs.
11. Recommend, develop and implement innovative marketing and sales solutions for continuous improvement of new and existing accounts.
12. Continuously and actively seek additional opportunities for event planning, foundation management, and/or marketing consultation.
13. Perform other relevant duties as needed.

Required Specific Job Knowledge, Skills and Abilities:

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that s/he can perform essential functions of the job, with or without reasonable accommodation, using some combination of skills and abilities.

1. Self-motivated, solid and successful prospecting and cold calling sales experience in the event planning and/or non-profit arenas.
2. Strong leadership and interpersonal skills with the proven ability to work effectively and collaboratively with all internal and external business partners including vendors, clients, and employees.
3. Strong organizational skills and the ability to prioritize, and handle and complete a myriad of duties simultaneously, accurately and on time.
4. Outstanding presentation development and execution skills with the ability to influence decision makers and negotiate effectively.
5. Excellent listening skills with the ability to understand complex customer requirements.
6. Ability to effectively communicate with all levels of employment and delegate tasks accordingly with precise direction and clarity.
7. Proven relationships with regional brands; local marketplace knowledge with local contacts preferred.
8. Ability to read, interpret and provide feedback on partnership agreements.
9. Ability to work efficiently and effectively as part of a collaborative team and as an individual contributor.
10. High level of proficiency in technology related tools including but not limited to:
 - a. Microsoft Office (Outlook, Excel, PowerPoint, Word)
 - b. Social Media Platforms (Facebook, Twitter, Instagram, LinkedIn)
 - c. Other Technology (CRMs, Constant Contact, WordPress, Eventbrite, and Dropbox)

11. Excellent professionalism, communication skills and appropriate grammar as related to utilizing communication tools including but not limited to business correspondence, email, and telephone calls.
12. Proven ability to maintain a positive, professional, and cheerful attitude while effectively dealing with internal and external customers/clients, some of whom will require high levels of patience, tact and diplomacy.
13. Ability to devise solutions quickly, always with the Company's best interest and reputation in mind.
14. Ability to travel by automobile extensively and manage a flexible work schedule.
15. Ability to lift up to fifty pounds on a regular basis to set up and break down client events.
16. Ability to work outdoors for extended periods of time including in inclement weather.

Qualification Standards:

Education:

- Bachelor's Degree required; major in Business, Hospitality, Sports Management, Marketing, or other related field.

Licenses / Certifications:

- Valid Driver's License and clean driving record.

Experience:

- Minimum of 5 years of professional sales experience.
- Proven successful experience in the sales cycle including cold calling, scheduling appointments, presentations, and negotiation.