

Director, Business Development

Position Overview:

The Director of Business Development is responsible for sales and new business development, using a consultative and innovative sales approach.

Essential Job Functions:

- Apply a sequential sales process to prospect and sell
- Utilize multiple methods including written communications, telephone, face-to-face calls, cold calls and industry functions, along with industry spheres of influence
- Develop and build business relationships with key decision makers
- Research market through business journals, newspapers, networking and social media
- Conduct contract negotiations with new clients including but not limited to; coordinating the contract with appropriate individuals and attorneys on both sides, present contract to client and review for accuracy and signatures, and coordinate all information for contract files
- Achieve or exceed established growth goals on a monthly and annual basis and communicate results through the proper management channels
- Sign new business

Skills/Abilities:

- Strong organizational skills with the ability to handle multiple tasks simultaneously
- Ability to work effectively and independently in a fast-paced environment
- Ability to be a self-starter and work autonomously, as well as be part of a successful team
- Passionate about providing excellent customer service to both internal and external customers
- Excellent verbal and written communication skills
- Proactively protects internal and external confidential information
- Ability to respond resourcefully and constructively to new demands, priorities, and challenges
- Comfortable speaking to management at all levels, both internally and externally, and possession of strong professional skills
- Strong consultative skills

Requirements:

- College degree required, preferably in a business field
- Minimum 5 years of experience and proven track record of successful sales
- Experience working in Salesforce preferred
- CRP designation preferred
- Willing to travel as business needs require

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