

Business Development Specialist

Position Summary:

Primary responsibilities include providing a broad range of sales and business development services, including interaction with potential customers to drive business and pursue new business opportunities.

Duties and Responsibilities:

- Follow up with clients and customers relating to sales and business issues as directed by the President
- Organize related business meetings and events as directed by the President (e.g. arranging facilities, issuing information to guests and coordinating schedules)
- Pursue and foster business relationships
- Attend business events, associations and meetings
- Respond to routine external correspondence.
- Maintain business development database and spreadsheet files
- Attend weekly marketing and sales meetings to report on weekly progress
- Perform other duties as assigned

Competencies:

To successfully perform the job, an individual must demonstrate the following competencies:

- A proven record of successful sales experience in the public sector.
- **Experience selling services a plus.**
- Excellent written and verbal communication skills
- Ability to self motivate and motivate others
- High Energy
- Adaptability
- Dependability
- Quick learner and problem solver
- A passion for communicating the benefits of great services to potential clients

Requirements:

- Bachelor's Degree in sales, marketing, or business: combination of education and experience will be considered
- Ability to successfully pass a background & drug test
- 3 + years of business development / sales (in an IT-related industry preferred)
- Demonstrated awareness and competency with web-based communication tools, licensing and strategies