

Director of Business Development Job Description

Job Title: Director of Business Development	Reports to: Executive Committee
<p>Job Summary: The Director of Business Development is a role that combines aspects of business development, sales and marketing. The candidate will possess the following skills sets: marketing knowledge, strategy experience, finance & accounting experience, proposal management, sales experience, training experience and network experience. The ideal candidate is a high-energy “people person” with excellent interpersonal communication skills; he/she is a detail-oriented and well-organized individual who enjoys working on an individual basis with little instruction as well as working with a team.</p>	
Salary Range & Benefits: Base + Commission	
Hours Required: 40 hrs + OT	

Major Responsibilities & Duties:

- Defines, refines and implements a business development strategy to generate opportunities with targeted prospects through activities including cold calling, business community outreach, referral development, and lead generation programs.
- Additional strategic planning activities include primary research, industry / market competitive analysis and client needs assessment.
- Maintains a detailed pipeline of prospects as well as the firm’s CRM system and conducts follow up calls and activity proactively and as required.
- Manages the sales process and drives revenue generation by identifying, meeting and qualifying leads, building solid relationships and working with the partners to qualify and help pursue business opportunities and attain sales quotes.
- Transitions closed engagements to the appropriate, assigned partner and provides all relevant billing information to the accounting department.
- Actively participate in network organizations, associations, etc.
- Supports firm marketing efforts including firm branding & business community awareness efforts including web presence and collateral material.
- Provides content for new business proposals as it pertains to terms and conditions, engagement service, etc. and participates in the delivery / presentation of the proposal to the prospect.
- Tracks status and outcome of all proposals in CRM tool, specifically reasons for lost proposals.
- Responds to request for information from prospects with appropriate information.
- Manages alliance development: identify, build, and manage long-term relationships with strategic partners/clients.
- Identifies and evaluates specific business opportunities with existing clients.
- Provides a bi-monthly recap of business development and sales activity.
- Perform other special projects as assigned.

Requirements & Qualifications:

The successful candidate will possess the following basic qualifications:

- Excellent project management, analytical, interpersonal, oral and written communication skills.
- Experience in marketing, business development and sales functions.
- Strong leadership, training, and mentoring skills.
- Ability to thrive in a dynamic team environment.
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude.
- Highly motivated self starter with ability to multitask and complete assignments within time constraints and deadlines.
- Strong organizational skills and attention to detail.

The successful candidate will possess the following qualifications:

- Proficiency in Microsoft Office software programs.
- 7+ years of business development/ sales experience in the accounting, financial services, professional services, business advisory services and/or banking industries. Accounting firm experience and field sales experience highly desired.
- Superior business development strategy and skills.
- Experience and advanced knowledge in the development, management and execution of sales processes including lead generation, account planning, sales and strategy development - must have proven track record.
- Business acumen; ability to understand and communicate MaloneBailey's business, marketplace and value proposition.
- Self – motivated with strong and positive work ethic/mentality

Education and Licenses:

- Bachelor's degree in Finance, Accounting or other Related Service Industry highly preferred.