



Business Development Manager

Position Description

Reports to: President

Division/Department: Business Development

Supervises: Account Managers

Status: Full Time, Exempt

OVERVIEW

This position is responsible for overseeing the development, delivery, and effectiveness of all Account Managers, resulting in continuous performance improvement. Develop and oversee new business development programs for continuous market competitiveness. Also ensures a successful transition of employment for all new department staff. Partner with consultant to ensure Account Managers receive weekly coaching sessions and monthly scorecard reviews.

RESPONSIBILITIES

- Develop new business by generating opportunities and leads
- Step and achieve monthly, quarterly, and annual sales goals for entire department (both personal and Account Managers)
- Perform weekly coaching calls with each Account Manager, individually and as a group
- Perform monthly sales analytics and scorecard review with each Account Manager
- Review, develop, and improve all business development programs (i.e. ERP Program)
- Oversee the onboarding and training of all new Account Managers
- Partner with sales consultant to implement sales process from prospect identified to forecasting numbers
- Continuously review probe questions and client answers to ensure sales growth
- Work as part of the marketing team to generate ideas to promote company sales and exposure
- Attend trade shows and association events, as required
- Shadow new account managers on ride along
- Participate in disciplinary action/performance improvement meetings, as required
- Perform other functionally relate duties as required

Requirements:

- Self-confident and coachable
- Optimistic in the opportunity to succeed
- Ability to effectively motivate others
- Ability to maintain composure and react professionally during periods of stress
- Ability to deliver on sales revenue goals using defined sales processes and tools
- Comfortable dealing face to face with customers
- Excellent time management skills
- Experience using a CRM to manage leads and opportunities
- Proficient verbal and written communication skills
- Experience in restoration and/or property management industry preferred

- At least 5 years sales experience
- At least 3 years management experience
- Valid drivers license

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Business Development Manager Date

President Date