



Job Description for Business Development Coordinator

Job Title: Business Development Coordinator

Job Summary

The Business Development Coordinator leverages sales and relationship-building skills to direct and facilitate strategic positioning and future growth of the organization. This individual will identify new markets and customer leads, and develop long-term relationships with prospective referral partners.

Job Responsibilities and Accountabilities

- Drive overall sales and business development for local markets, generating new sales through networking and relationships.
- Ability to maintain long term relationships and maintain contact with opportunities over time to remain top of mind for referral sources.
- Develop long-term strategic partnerships in support of our key markets.
- Articulate a strong point of view on the opportunities that make sense for the company's sales, marketing, and strategy practices.
- Assist with establishing sales objectives by forecasting and developing annual sales quotas for locations; projecting expected sales volume and profit for products and services.
- Leverage select technologies for efficient and accurate sales tracking at all levels; maintain accurate and up-to-date information in the CRM database.
- Keep supervisor informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Represent the company at promotional events during the week and potentially in the evenings and on weekends
- Communicate and facilitate meetings with Account Managers to review prospects, opportunities, leads, products and promotional ideas to improve current relationships and create new relationships that build referrals and sales. .
- Partner with the marketing team to maximize impact and brand awareness.
- Develop expertise on Abundance Organizing core business products/services, processes, and operations.
- Gather current marketplace information on pricing, products, competition, and partner feedback; recommend changes in products, service, and policy by evaluating results and competitive developments.
- Overcome client objections by clearly communicating our services and the value we can provide.
- Coordinate with marketing and operations in order to generate maximum positive impact to brand strength and market position.
- Develop and deliver insightful presentations and strategies to the company population and leadership team where appropriate.

Job Qualifications

Education: Bachelor's degree in business, marketing, or communication or equivalent work experience.

Skills

- Very good interpersonal skills with customer service aptitude.
- Proven selling and prospecting skills.
- Excellent communication skills, both verbal and written.
- Advanced computer literacy.
- Understanding of financial principles and marketing theory.
- Drive to set and attain goals with limited direct supervision.
- Relate to and demonstrate empathy for individuals with ADHD, families with young children, high income households, senior citizens in transition, individuals who may feel embarrassed or stuck and lack organizational or executive functioning skills.
- Represent the company with professionalism, high standards and a polished look.
- Have strong listening skills.

Experience

- Three or more years sales or business development experience in a small to midsize professional services organization; must have working knowledge of financial analytics.
- Additional experience preferred but not required:
 - Experience in the organizing field
 - Experience with public speaking and creating presentations is also helpful.
- Attributes preferred: Detail-oriented; ability to manage or influence people; arithmetic and numerical reasoning; service-based selling; clear and concise in writing and speaking.

Understanding and embodiment of Abundance Organizing's Core Values:

- We embrace the quirks that make us special.
- We act with resourcefulness and savvy.
- We conduct ourselves with an air of refinement, striving for the highest standards.
- We share our gifts whole-heartedly.
- We form meaningful connections.
- We radiate positive energy.
- We communicate with compassion.