



POSITION: Business Development

MISSION

To develop new business opportunities and provide our clients with high quality, innovative solutions that are tailored to meet their needs.

RESULTS

1. Achieve target client/revenue growth
2. Deliver an exceptional client experience
3. Expand market awareness/presence

KEY SKILLS

1. Communication/interpersonal skills
2. Relationship building
3. Selling to the needs of clients
4. Collaboration
5. Time management
6. Planning and strategizing
7. Analytical thinking

KEY ATTRIBUTES

1. Visionary
2. Entrepreneurial spirit
3. Client-focused
4. Knowledge and understanding of industry
5. Action-oriented/results-driven
6. Adaptability
7. Positive attitude
8. Ability and willingness to learn

BIG 3 GOALS

1. Improve Market Awareness of SITESPAN
2. Build the Company Reputation
3. Expand the Client Portfolio

VITAL FUNCTIONS

1. Increase the pace at which the industry hears, sees, or thinks about SITESPAN
2. Work on methods for bridging the connection between quality of execution and sales
3. Maintain existing client satisfaction

VITAL PRIORITIES

1. Company growth
2. Client satisfaction
3. Professional development

JOB DESCRIPTION

The following is a rough idea of what the responsibilities will be for this position, but does not represent the full breadth of responsibilities.

- Work closely with ownership to establish, maintain, and follow through on business development goals that align with the company's growth strategy.
- Identify potential business clients and decision-makers within the client organization.
- Identify opportunities for services and distribution channels that will lead to new client relationships.
- Implement best practices in building and maintaining new and existing client relationships.
- Assist in the conceptualization and development of proposals, Statement of Qualifications, and presentations that speak to client needs, concerns, and objectives.
- Close new business deals by coordinating requirements, developing and negotiating contracts, and integrating contract requirements with business operations.
- Review relative online trade publications and re-post to company LinkedIn site with comments where appropriate.
- Review and update company LinkedIn site with pertinent SiTESPAN activities, accomplishments, announcements, etc.
- Attend industry functions, such as association events and conferences in DFW and South Texas, to increase awareness of SiTESPAN, network, and provide feedback on market and creative trends.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Enhance company reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Maintain and update "Action Item List" with information on new opportunities, events, etc.
- Ensure data is accurately entered and managed within the company's CRM or other client management system.
- Provide weekly progress updates, including narratives on meetings, events, opportunities, etc.
- Provide a monthly summary report.
- Forecast expenses related to travel, scheduled events, or marketing.
- Review, research, and make recommendations for SiTESPAN website improvements.