

BUSINESS DEVELOPMENT

Position Description:

We are looking for an ambitious go-getter to support marketing and sales efforts of the CEO/Founder. The focus will be on assisting in the sales, client acquisition and client onboarding process. In addition, working with existing clients on expansion opportunities will also be a focus. Coordinate all marketing efforts including firm branding, blog, client communication, messaging, digital marketing campaigns and community networking is paramount. Following up on leads and opportunities and scheduling meetings and conference calls are essential.

Responsibilities:

- Debrief with producer after meeting with prospect or client to determine deliverables and next steps
- Coordinate with appropriate department on deliverables
- Prepare follow up communication pieces (letters, MC cards, memos) after every meeting
- Schedule meetings and conference calls with expansion opportunities and new prospects
- Follow up on all leads and opportunities
- Manage call list, identifying decision makers at each company, obtaining contact information and reaching out to leads and opportunities via phone, email, and mail to set initial meetings for producer
- Research prospective clients in targeted markets, pursue leads and follow through in obtaining a meeting with a decision maker (e.g. business owners, CEO or CFO)
- Follow the latest industry developments and stay up-to-date on competitors
- Become a student of the business; gain an understanding of the target market by strategy and moreover, which strategies are most appropriate given a particular corporate fact pattern
- Understand the complexities of the strategic corporate sales process and all of the buying influences

Qualifications:

- Four-year college degree (Business or Finance preferred)
- Five years proven track record in a sales environment

Desired Experience and Skills:

- Excellent interpersonal skills
- Strong proficiency in verbal and written communication skills (e.g. ability to ask the right questions)
- Ability to work autonomously and perform well under pressure
- Strong attention to details with ability to organize and prioritize
- Strong follow up skills
- Strong negotiation and decision-making skills
- Salesforce.com, Excel, Word and PowerPoint
- High comfortability speaking directly with high net worth individuals and C-level executives
- Professional style and approach while being aggressive, hungry and tenacious