BUSINESS DEVELOPMENT EXECUTIVE

Job Description:

The business development executive is in charge of developing business solutions. The main goal is to generate more revenue for the company. They will manage client accounts and come up with new sales ideas. This includes new sales strategies, sales pitches, and business plans. Business Development Executives are generally responsible for identifying sales prospects and leads, pitching and selling goods and services as well as maintaining good relationships with customers and users.  A Business Development Executive is responsible for overseeing the implementation of business objectives among their company’s sales, marketing and business development professionals. Their duties include comparing current sales numbers to desired quotas, delegating sales and marketing tasks among team members and meeting with upper management to discuss their progress.

Job Responsibilities:

* Brainstorming with the business development team to create new project strategies
* Identifying sales and services that would appeal to new clients
* Managing company and client expectations
* Reviewing timeframes and budgets
* Creating sales pitches
* Executing sales objectives
* Managing client accounts
* Finding and following new sales leads
* Arranging business meetings and one-on-one conversations with prospective clients
* Attending networking events
* Negotiating sales contracts
* Preparing sales contracts; following company rules and guidelines
* Building trust and long-term relationships with clients/customers
* Managing records of sales, revenue, and other important data
* Making professional decisions in a fast-paced environment
* Cultivating positive interactions and relationships with sales representatives, team leaders and executives, and executives to evaluate sales strategy and results
* Motivating team members to exceed expected goals
* Developing ways to improve the customer experience and build brand loyalty
* Researching the market and industry trends
* Maintain current client relationship and identifying areas for potential clients
* Contacting potential clients to establish a business relationship and meet with them
* Develop new sales areas and improving sales through various methods
* Research the latest in the business industry and creating new opportunities to expand business
* Collaborate with sales and design team to ensure requirements are met, such as sales numbers and profit goals
* Train junior salespeople to improve sales goals and meet expectations
* Strong understanding of company products or services as well as business position and competition to keep business competitive

Job Qualifications:

* Masters in marketing or related field
* Experience as a business development executive

Opportunities as a business development executive are available for applicants without experience in which more than one business development executive is needed in an area such that an experienced business development executive will be present to mentor.

Job Skills Required:

* Understanding of the sales and marketing industry
* Understanding of the company’s marketing needs
* Great interpersonal and communication skills
* Proven success in sales
* Goal-oriented, organized team player
* Encouraging to team and staff; able to mentor and lead
* Eager to expand the company with new sales, clients, and territories
* Able to analyze data and sales statistics and translate results into better solutions
* Excellent verbal and written communication skills
* Able to multi-task, prioritize, and manage time effectively
* Self-motivated and self-directed
* Experienced at compiling and following strict budgets
* Experienced at preparing and presenting quarterly goals and forecasts for future projects
* Comfortable in both a leadership and team-player role
* Creative problem solver who thrives when presented with a challenge
* Bachelor’s degree in business, administration, or related field
* Three to five years of previous experience in sales, management, customer service, finance, administration, or related field
* Demonstrated and proven sales results
* Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
* Fluent communication in person, on the phone, and in email
* Abide by all non-compete/solicit agreements