

JOB DESCRIPTION

Title: BEACON Business Development Manager
Program: BEACON
Classification: Full time
Supervisor: BEACON Managing Director

Qualifications: Proven experience in marketing and sales with a minimum of 5 years experience. This persuasive and assertive individual will be responsible for growing Beacon's revenue and profits through promoting and justifying the value of Beacon's services to CEOs and other Key Decision Makers (Primary Buying Influencers – PBIs) Employee will be required to perform at a level consistent with the implementation and growth of the PCCD/BEACON sales plan. Shall perform functions listed below. Will, at a minimum annually develop a Management By Objective Report with measurable outcomes; at least quarterly provide written report on progress towards reaching agreed-upon outcomes.

Duties:

- Interact with PBIs with the goals of elevating Beacon's profile and visibility and generating new business
- Develop relationships with PBIs to advocate Beacon's involvement in all EAP-related issues
- Persuasively present Beacon's services through written (Both off and online) and personal interfaces with PBIs based on "Beyond Proactive" communications platform
- Establish a presence, build relationships and submit proposals in industries including, but not limited to the following industries; Education Facilities, Financial, Car Dealerships, Biotech, High-Tech, Medical Supply, Non Franchised mid-sized businesses, Government/Municipalities
- Implement and maintain sales and prospecting database
- Nurture and enhance relationship with current client base
- Collaborate on implanting account management procedures and standards
- Collaborate to manage/deliver PCCD grant goals
- Partner with brokers and consultants
- Collaborate on re-branding efforts
- Other duties as assigned by the Executive Director and Board of Directors

Compensation Package: Base: Range: \$36,771 to \$57,909, plus Commissions, Bonuses and Benefits

Last Updated: February 2008

Employee Signature Date

Supervisor Signature Date