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making life better through quality partnering

Position Profile- Director of Business Development

Reports to: Integrator

Skills and Competencies:

- Execute effectively at all levels with the Company's best interests as a priority.
- Demonstrate accountability to others while holding team members accountable.
- Exceptional listening and communication skills.
- Confident and decisive leader who can take charge without being abrasive.
- Strong attention to detail with consistent follow-through on commitments.
- High emotional, critical, and analytical intelligence.
- Proactive problem-solver who drives resolution when needed.
- Excellent organizational and planning abilities.
- Proficient in Microsoft Office Suite, Google Docs and Sheets, Adobe Acrobat Standard, Zoom, and Teams.
- Remains composed and effective under pressure.
- Comfortable navigating conflict, able to identify, address, and resolve issues.
- Experienced with CMS and CRM tools, including HubSpot and Mailchimp.
- Strong understanding of marketing platforms, channels, and best practices, including social, digital, and email marketing.

Common tasks include but are not limited to:

- Lead the Business Development Team in alignment with Company goals (VTO), ensuring coordinated efforts and unified direction.
- Proactively identify team challenges and implement solutions to drive performance.
- Design and execute structures that support scalable growth.
- Build and nurture internal and external relationships to strengthen each vertical and drive overall company growth.
- Collaborate with and lead others in the company in the daily growth activities, overseeing, creating and coordinating content and campaigns, tracking results to ensure growth in all verticals according to Company goals.
- Set and manage budgets in partnership with Finance and Leadership.
- Foster alignment and ensure all team members are working toward shared goals.
- Participate as an active member of the Leadership Team and attend key meetings, including Leadership L10s and other L10 sessions as needed.
- Lead Business Development L10s and conduct 1:1 meetings with team members to support development and accountability.
- Contribute to Annual and Quarterly Planning Sessions to guide strategic initiatives.

Education, Certifications and/or Experience:

- 3–5 years of sales & marketing experience in the service industry.
- 3+ years of management experience in sales & marketing within the service industry.

- Bachelor's Degree or equivalent experience.
- 5+ years of specific industry knowledge.

Work Environment:

- Work will be primarily on-site, required travel to customer sites, and include some options to work from home. This is not a remote position.