

## **WOODCRAFT RANGERS POSITION DESCRIPTION**

<b>TITLE:</b>	Business Development Associate
<b>DEPARTMENT:</b>	Marketing/Development
<b>REPORTS TO:</b>	Chief Executive Officer
<b>SUPERVISES:</b>	None

### **NATURE OF WORK**

Woodcraft Rangers requires a new Business Development Associate to expand and grow new business and to develop and maintain effective key agency relationships. This position will ensure business growth through directing and managing business development activities to ensure these are delivered in accordance with the organizational strategy.

### **ESSENTIAL DUTIES**

- Contribute to the development of a business growth strategy
- Develop the Business Development strategy for implementing new business opportunities
- Review and report on business development strategy, ensuring the strategic objectives are well understood and executed.
- Provide Competitor and market analysis as appropriate.
- Ensure efficient and effective marketing support, advertising and promotional planning through the Marketing department
- Work with Marketing/Development team to develop a budget for board approval and prudently manage resources within those budgetary guidelines according to company policy.
- Maintain organizational culture, values and reputation in our markets and with all staff, customers, suppliers, partners and regulatory/official bodies.

## QUALIFICATIONS

- Strong sales acumen – ability to convince others of product value.
- Strong analytical skills
- Organizational skills
- Ability to work collaboratively
- Strong written and verbal communication skills. Must be able to interact and communicate effectively with staff, school administrators, department peers, community officials, media and the public.
- Must be self-directed and reliable in planning and implementation of tasks.
- Must be able to manage own time, establish schedules and meet deadlines, including managing multiple projects at the same time.
- Must maintain a professional appearance.
- Physical guidelines include ability to lift up to 25 pounds; stand/walk for up to eight hours/day, bend, stoop, twist. Must be able to work at computer for up to eight/hours day.

## EDUCATION/EXPERIENCE

- Class study or strength in marketing, sales or business development.
- Two year degree, at minimum, preferred.
- Experience in business development, sales and partner development preferred.

*The statements contained herein reflect general details as necessary to describe the principal functions of this position. The level of knowledge and skills typically required and the scope of responsibilities should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief, and emergency situations. This job description does not constitute an employment agreement between Woodcraft Rangers and the employee and is subject to change as the needs of Woodcraft Rangers and the requirements of the job change.*

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Employee: \_\_\_\_\_