## JOB DESCRIPTION

| **TITLE** | BUSINESS DEVELOPMENT COORDINATOR |
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| **Reports To:** | [INSERT NAME, TITLE] |

**Job Purpose**

The **Business Development Coordinator**  is responsible for maintaining positive relationships with current clients. In addition, they are also in charge of developing new client relationships and generating new sales. It is their responsibility to ensure that current clients are satisfied and that potential clients are interested in retaining the services of [Organization Name].

This position typically reports to senior-level personnel such as the Business Development Director and/or Sales Director, while also leading and potentially training a team of junior-level employees.

The ideal Business Development Coordinator enjoys working in a fast-paced team environment, has excellent people skills, and is comfortable pitching and presenting to customers on a regular basis.

**Duties and Responsibilities**

Overall Responsibilities include but are not limited to:

* Developing and implementing sales strategies, as well as identifying and entering new markets.
* Conducting market research to identify new opportunities for business development.
* Developing and maintaining effective customer relationships via email, phone, and in-person interactions.
* Organizing and coordinating client events, meetings, appointments, and conferences.
* Assisting with presentation and pitch preparation for prospective clients.
* Distributing documented agendas, proposals, cost estimates, and briefing documents for internal and external meetings.
* Developing and maintaining client databases and mailing lists.
* Keeping track of submitted proposals and providing management with feedback.
* Providing effective administrative assistance.
* Performing additional related duties as assigned

**Qualifications**

* Bachelor's degree in business, marketing, or related field
* Cold calling and cold emailing experience
* Extensive experience creating project budgets and work plans
* Understanding of the specific industry to which a potential employer belongs
* Updated expertise in Microsoft Office software suites
* Knowledge of digital communication systems such as email and social media
* Understands how to use common office equipment such as copy machines and printers

**Core Competencies**

* Excellent written and oral communication skills
* Outstanding interpersonal skills
* Capability to collaborate with cross-functional teams
* Ability to work independently
* Working ability in a fast-paced environment
* Business knowledge skills
* Exceptional attention to detail

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hour
* May require overtime or working long hours
* Prolonged periods of working primarily sitting in front of a computer