



Business Development Professional

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| Job Title: | Business Development Professional | Status: | Exempt |
| Department / Group: | Sales and Marketing | Travel Required: | Yes |
| Position Reports to: | Owner | Position Type: | Full-Time |
| Salaried / Hourly: | Salaried, Base - \$50,000 + 3% Mitigation, 1% Construction | | |

Position Summary / Purpose

Camel City Restoration is seeking a candidate that can establish contact with individuals and organizations for the purpose of arranging scheduled meetings and developing relationships with decision-makers that will lead to referrals to customers in need of our restoration and/or remodel services. This candidate will also help retain existing customers and referral sources through ongoing phone and in-person contact.

Primary Duties and Responsibilities

- Design an action plan to successfully create new business and build client relationships.
- Perform sales calls resulting in scheduled meetings with target referral prospects.
- Obtain commitment from customers to establish our company as their preferred vendor for all cleaning and restoration/remodel services we provide.
- Identify and develop partnerships with appropriate contractors that can provide additional value to our customers as part of our relationship.
- Develop existing customer accounts by expanding the services for which we are their preferred supplier.
- Maintain consistent frequent contact with existing accounts in order to better understand and meet the customer's needs and develop the relationship.
- Complete weekly and monthly sales reports in a timely manner.
- Attend weekly sales meetings with owner.
- Maintain phone and in-person contact with existing customers.
- Make group presentations to prospect organizations.
- Participate in general brand awareness by means of social media marketing (based on company policy)
- Consistent, effective involvement in trade, community and networking organizations and participate in networking activities and events.

Additional Duties and Responsibilities

- Maintain and update customer contact database.
- Assist in the development of marketing materials.
- Continuous development of selling and technical skills.
- Gain commitment from customers leading to referrals of those in need of restoration/remodel services.

Decision Rights and Authority

- Entertainment spending within approved budget.
- Plan sales calls, meetings and presentations, and event participation.

Working Relationships and Scope

- Communicate with managers responsible for all company functions to support planning related to capacity and ability to effectively deliver timely quality services to customers.
- Active involvement in select trade and community associations, providing access to customer prospects and partnering contractors.
- Leverage network of partner contractors to increase the value our company brings to property management and owner organizations.
- Work closely with Operations management and Project Managers to remain current on active job status and progress in order to keep customers and referral sources updated.

Performance Competencies

- **Relationship Development**
Effectively builds professional relationships and networks. Brings value to customers and prospects and maintains appropriate level of contact.
- **Integrity**
Ironclad – Does not cut corners. Puts the company's interests above self. Earns trust of co-workers and customers. Intellectually honest.
- **Oral Communication**
The individual speaks clearly and persuasively in positive or negative situations. Effective in one-on-one, small, and large group situations. Adaptable and able to think on his / her feet.
- **Written Communication**
Writes clear, precise, well organized letters, proposals, and emails. The individual edits work for spelling and grammar and is able to read and interpret written information. Uses appropriate vocabulary and grammar.
- **Planning and Organizing**
Plans, organizes, and schedules his / her time in an efficient and productive manner. Focuses on key priorities.
- **Discipline and Follow-up**
Demonstrates a disciplined approach to sales. Strong on follow-up and follow-through. Leverages time effectively to obtain the best return on their efforts. Accustomed to working from sales plans and reports.
- **Dependability**
The individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- **Aggressive**
Constantly on the lookout for new contacts and sales opportunities. Studies and applies new sales techniques and technology.
- **Technology**
The individual uses typical communication devices to effectively speed communication and appropriately utilizes company-approved customer contact management (CRM), standard word processing, spreadsheet, and PowerPoint software tools to enhance efficiency and accuracy of work performed.

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Qualifications-Knowledge, Skills, and Abilities

- 5 years of proven outside sales experience
- Producer, driven competitive, intelligent, value driven.
- Knowledge of restoration/remodel industry preferred; ability to learn restoration industry.
- Must be able to attend networking functions at least 2-4 evenings per month.
- Clean driving record and background check

- **Education and Experience**
Associate degree in business, marketing or related field with bachelor's degree preferred. At least five (5) years of experience with relationship selling to high-level executives, business owners, and property managers.

- **Selling Skills**
Understands and effectively applies the concepts of relationship selling, differentiation, and adding value. Knows customer markets and the issues and challenges they face and can translate that information into useful selling strategies. Builds long-term relationships that drive increased revenue and demand for services.

- **Professionalism**
Professional in appearance and demeanor. Treats people with respect. Takes the initiative to continually develop his / her professional skills. Sets high standards of performance for self. Low tolerance for mediocrity.

- **Mathematical Skills**
Possesses strong math skills. Able to translate information regarding a prospect's business into estimated revenue potential. Comfortable comparing actual performance to established plan for selling activity and revenue generation.

- **Computer Skills**
Demonstrates proficiency in the use of computers and computer software (MS Office, Word, and Excel, etc).

- **Certificates, Licenses, and Registrations**
None required for this position.

Physical Demands

The physical demands described below are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and / or move up to 10 pounds and occasionally lift and / or move up to 25 pounds.

Working Conditions

- The work of this position is predominantly carried out in an office environment, the majority of time being spent at customer and prospect's business locations. Daily travel by car is expected.
- Noise level in the work environment is usually quiet.