



JOB DESCRIPTION

Business Development Specialist

Job Summary

The Business Development Specialist is a relationship-oriented, community-based sales, outreach, and new business development position that is responsible for new business for Pathways' programs and services. The Business Development Specialist is responsible for meeting agreed-upon goals in assigned geographic regions served by Pathways. This position is a part of the overall Development Team, which reports to the Chief Development Officer.

Responsibilities

General:

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as Pathways' Policies and Procedures, including the safeguarding of confidential protected health information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Demonstrates an awareness, appreciation and respect for diverse cultures and individual differences of clients and fellow employees; identifies culturally relevant issues and implements communications in a manner appropriate to them.
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline and document the incident within 24 hours (1-800-252-5400)
- Participates actively in agency quality assurance activities including performance and outcomes review, case record review, stakeholder satisfaction review, incident review, and improvement planning.
- Establishes relationships and communicates with children, managing conservators, foster/adopt families, and other community stakeholders
- Ensures all electronic records are maintained and current
- Attends department/agency meetings
- Attends trainings related to the responsibilities of the position
- Completes other duties as assigned

Essential Duties:

- Identify potential community partners and partnerships through appropriate networking, associations, and meetings with community leaders.
- Build and maintain a pipeline of potential new business opportunities necessary to achieve a minimum of three business referrals per month.
- Actively participate in community engagement and outreach to increase brand awareness and drive new business opportunities.
- Identify and build professional relationships with community-based organizations that have an interest in forming mutually beneficial partnerships.

- Invest in and leverage relationships to build trust, enlist new resources and allies, and create better communication, with the overall goal of expanding Pathways' programs and services and fundraising opportunities.
- Maintain effective relationships among community residents, stakeholders, and partners to strengthen the community's financial support of Pathways.
- Maintain strong working relationships with staff and understanding of programs and their needs.
- Develop a community engagement plan for each Pathways' office in the region that involves marketing Pathways' programs to potential clients.

Key Responsibilities/Expectations:

- Identify and secure new business to support Pathways programs and services in geographical areas.
- Increase new business in geographical area.
- Meet agreed-upon goals related to the amount of new business secured through referrals and contracts.
- Create and maintaining new business pipeline, timeline, and accurate forecasts.

Supervisor: Chief Development Officer
Supervises: N/A
Work Environment: Primarily community-based with a portion of office based setting position
Work Hours: Flexible
Classification: Exempt

Education & Experience

- Bachelor's degree required
- Previous business development, sales, fundraising, community engagement, communications or marketing experience.
- Previous experience in or knowledge of similar programs and services a plus.

Knowledge, Skills, & Abilities

- Quantifiable success in business development, sales, and/or fundraising
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity.
- Ability to work efficiently and effectively both individually and as part of a team.
- Ability to effectively communicate with Pathways' staff, foster-adopt parents, caregivers, support providers, external agencies, and professional service providers via phone, in person, and through written correspondence.
- Competent in using Microsoft Word, Excel, Power Point, Go to Meeting, the Internet, and other software applications.
- Exceptional oral/written communication and organizational skills.
- Ability to effectively present information and training to others.

Additional Requirements

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance
- Copy of official state driving record
- Three (3) employment references

Effective: 10/18

- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared pre-employment drug test
- Working cellular telephone

Physical and Mental Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: frequent seeing, hearing, speaking, and writing clearly. Use of a computer for long hours. Frequent sitting, manual dexterity. Occasional lifting and moving of up to 25 pounds, reaching with hands and arms, stooping and kneeling. Ability to analyze and interpret data and write meaningful, concise reports. Ability to meet deadlines. Ability to efficiently problem solve, professionally interact with a variety of people and remain calm in stressful situations.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Pathways does not discriminate on the basis of race, color, age, national origin, religion, creed, disability, marital status, gender, gender identity and/or expression, sexual orientation, genetic information, status regarding public assistance, military status or any other characteristic protected by federal, state or local law in any of its activities or operations. Pathways is committed to a diverse and inclusive working environment and to providing an environment free of abuse, neglect, harassment or exploitation for employees and for children, youth and families we serve.