

Business Development Manager

SUMMARY: The major responsibility of the Business Development Manager is generating new business partnerships, increasing sales and generating revenue through dues and non-dues revenue. The Business Development Manager is responsible for supervising the sales team and the Trustee program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise, review and evaluate the sales team
- Manage Trustee program
- Create community partnerships
- Create partnerships to enhance programs and generate non-dues revenue
- Create new programs designed to actively recruit new members and retain existing members
- Develop sales processes to enhance member retention
- Perform other duties as may be assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have knowledge of the role the Chamber of Commerce plays within the community. This individual should have knowledge of all phases of business office management and possess computer skills.

LANGUAGE SKILLS: Ability to read, analyze and interpret general business correspondence, periodicals and professional journals. Ability to communicate effectively through verbal and non-verbal communications.

REASONING ABILITY: Ability and understanding of basic management tactics. Ability to work well with and without supervision. Ability to define problems, establish facts and draw valid conclusions.

OTHER SKILLS AND ABILITIES: Desire and ability to be a team player. Understanding of the goals of the Chamber and how it operates to fulfill those goals. Knowledge of the Boca Raton community. Ability to manage people. Professional appearance is required.

Job Type: Full-time/Exempt

SALARY: \$50,000.00 - \$55,000.00 per year

BENEFITS: 401(k), Dental insurance, Health insurance, Paid time off, Vision insurance

SUPPLEMENTAL PAY: Bonus opportunities, Commission pay

EXPERIENCE: Business development: 5 years (Required), Sales: 5 years (Required)

SEND RESUME AND COVER LETTER TO SPEARSON@BOCACHAMBER.COM

ABOUT THE CHAMBER:

Our Mission: To promote and sustain economic prosperity in Boca Raton and South Palm Beach County.

Our Vision: To be Boca Raton's most effective business and community advocate, recognized globally as the region's leading pro-business catalyst.

A 501(c)6 not-for-profit organization and the largest Chamber in Palm Beach County, with a membership presently composed of more than 1,500 companies representing over 130,000 employees in South Palm Beach County and beyond. Since 1952, the Boca Chamber has been enabling the community's businesses to thrive by providing opportunities for leadership, networking, innovative business programs, education, and community involvement. You can best safeguard your interests by working with other business people through the Boca Chamber, as it promotes an environment that can maximize your investment, business potential and profitability. As a professional, you have a stake in this community. The Boca Chamber and its committees focus on issues such as education, public affairs and economic development. By participating, you will be able to make a positive impact in the area, while gaining knowledge and contacts that will help your business: generate customers, save money, enhance credibility, create alliances and increase visibility.

Promote and Sustain Economic Prosperity in Boca Raton and South Palm Beach County