

**POSITION:** Business Development Manager

**CLASSIFICATION:** Exempt

**BASIC FUNCTIONS:**

PRIMARY: To develop new business opportunities and manage and grow key existing accounts.

SECONDARY: To serve as either the primary or secondary point of contact for the client.

**REPORTING:**

The Business Development Manager reports directly to the Director of Sales.

There are no positions reporting to the Business Development Manager.

**PRINCIPAL DUTIES:** The Business Development Manager performs the following:

1. Prospect for new business opportunities and when applicable, manage and grow existing corporate accounts.
2. Qualify and develop inquiries generated via the company's website and other marketing activities.
3. Work with an internal team of Project Managers and Designers to manage and grow large customer accounts.
4. Prepare sales proposals and quotes with accurate pricing.
5. Notify Product Developers and Designers of customer's custom product needs.
6. Report sales progress to the Director of Sales by completing call reports and other reports as requested.
7. Respond in a timely manner to all customer requests. Work to resolve customer complaints and warranty problems.
8. Effectively use samples, brochures and sales literature in dealings with customers.
9. Attend sales meetings and other company meetings as requested; may attend industry shows and conventions.
10. Travel to various locations for regular visits at the corporate headquarters of leading national retailers and brands.
11. Develop strong relationships with key contacts, insuring current business is being effectively managed and looking for opportunities to generate new business.
12. Communicate information on competitors' activities, new products and possible sales leads to the Director of Sales.
13. Clearly communicate sales orders with Accounting and Shipping departments, including product specifications, special needs and delivery dates.
14. Occasionally assist in collecting from delinquent accounts and/or obtaining credit information from new customers.
15. Other duties as assigned.

**RESPONSIBILITIES:** The Business Development Manager is responsible for the following:

1. Adhering to the codes of the company's Employee Manual.
2. Maintaining a constructive environment at work. This includes self-evaluating work performance, on a fair basis.
3. Adhering to departmental operating guidelines.
4. Providing insightful and enthusiastic teamwork that result in positive attitudes and supportive morale.

## **G+E** GRAND + BENEDICTS // JOB DESCRIPTION

5. Maintaining open communications and a harmonious working relationship with all personnel, but in particular with those involved in a reporting relationship. This includes attending departmental meetings as well as helping resolve interdepartmental conflicts.
6. Participating in seminars to train all departmental personnel when needed. This includes learning product knowledge and procedural proficiencies.
7. Conducting all operations within established budgets.
8. Using and submitting all forms and reports in a complete, accurate and timely basis. This includes respecting and maintaining proper filing systems.
9. Ensuring your work area is clean and presentable to customers and other visitors.
10. Maintaining all external relationships consistent with the objectives, operating philosophy, and desired image of the company, re: customer relations, public relations, vendor relations, and community relations.
11. Maintaining confidentiality on all corporate subject so classified.

### **EDUCATION / PERFORMANCE REQUIREMENTS:** The Business Development

Manager should possess the following:

1. Bachelor's degree or equivalent in a related discipline is preferred. Related experience will be considered.
2. Three (3) years of Sales, Account Management, and/or Project Management experience preferred.
3. Proficient in Microsoft Office Suite (Word, Excel, Outlook primarily).
4. General math skills required.
5. Ability to learn quickly and manage multiple priorities.
6. Work well independently as well as within a team.
7. Excellent written and verbal communication skills and demonstrated ability to interact effectively with management, customers, and team members.
8. Knowledge of the apparel and/or footwear industry or retail merchandising preferred.
9. Must be able to conceptualize in 3 dimensions and read store layouts or fixture drawings.
10. Basic knowledge of production processes typically using wood and metal preferred.