Downloaded from <https://www.velvetjobs.com/job-descriptions/associate-business-development>

# Example of Associate, Business Development Job Description

Our company is growing rapidly and is looking for an associate, business development. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate, business development

* Track and communicate key industry trends, analysis and actionable insight to help the business development team assess potential new partnerships opportunities with existing partners
* Work with assigned BDO to coordinate the RFP/RFI or Due Diligence Questionnaires process from start to finish
* Prospect potential clients
* Perform both cold and warm outreach to potential clients
* Pitch and demo FiscalNote products to potential clients both onsite and remotely
* Assist your manager in closing deals
* Strategically plan account penetration
* Create thought leadership and sales enablement within your industry
* Develop industry-specific policy expertise
* Develops a strong understanding of Thornburg’s asset management product offerings, understanding of our sales and client service processes

## Qualifications for associate, business development

* The position will require the job holder have a large degree of initiative and creativity
* Proficiency with common PC based applications and specifically in the use of MS Word, Excel, PowerPoint and Outlook
* Detail orientation and highly developed organizational skills
* On-the-job experience and a world-class training program
* Clear career paths and professional development opportunities
* Annual incentive trips that reward and recognize top sales performers