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# Example of Business Development Coordinator Job Description

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

## Responsibilities for business development coordinator

* Create weekly and bi-weekly comprehensive tracking reports to track the status of proposals monitoring leads and future opportunities
* Conducting preliminary evaluation of RFP, summarizing and distributing the opportunity for further evaluation
* Developing and managing the proposal plan and schedule, including bid team meetings
* Structuring, developing, and writing proposals and building the response around the RFP and leverage existing archived proposal information
* Working with internal subject matter experts to develop unique content
* Customizing customer references and resumes to reflect specific RFP criteria and requirements
* Monitoring all amendments and modifications to the RFP
* Seeking clarification throughout the RFP/procurement process
* Printing, assembling, mailing, and performing as-needed physical delivery of bids
* Completes schedule for nursing staff daily staffing sheets

## Qualifications for business development coordinator

* BA/BS in Business Management or related degree
* Willingness and commitment to learn the federal and state proposal development process
* Environmental knowledge a plus
* Strong initiative, leadership skills and work ethic
* Ability to work independently, in team-oriented environments
* Multi-tasking, strong organizational skills and time management