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# Example of Business Development Coordinator Job Description

Our growing company is looking for a business development coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business development coordinator

* Contacts families of potential residents and invite for tour, conducts tours of facility for prospective residents whether walk-ins or scheduled admissions
* In addition to a great working environment, we’ll provide you with comprehensive training and ongoing coaching
* Interfaces with internal departments and external partners to develop and implement strategies, plans and business models
* Coordinates meeting logistics, conference room reservation, refreshments, food
* Manage all portal communications
* Ensure all new opportunities are accurately captured onto CRM for pipeline
* Compile gate papers for the gated business lifecycle and update the digital briefcase
* Assist with the "ThinkRisk" database and reporting
* Maintain the plants work winning library
* Have good working knowledge of BD and Work Winning processes and best practice

## Qualifications for business development coordinator

* Education – Associates or Bachelor’s degree in business administration, marketing or related field
* Bachelors or Associates Degree and a minimum 2+ years of related retail experience
* Ability to establish professional relationships with functional area leaders (Ops, Finance, Marketing, Facilities)
* Work collaboratively across all EMA offices and with various levels of management
* Enthusiasm in the execution of business development tasks whether big or small
* Solid understanding of what makes a good proposal, both from a compliance perspective how to recognize and write compelling pitches