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# Example of Corporate Development Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of corporate development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate development

* Provide administrative support to Corporate Development Executives including answering multiple phone lines, heavy calendar management, booking travel
* Develop robust investment-grade business cases, advocating, presenting and gaining executive and funder support for the acquisition targets
* Provide consultation and expertise to management in order to develop M&A strategies for large acquisitions
* Work closely with the senior leadership team, board and key stakeholders to remain completely aligned on business planning
* Research companies and identify trends
* With M&A Law function, develop transaction documents and support the negotiation of terms with transaction counterparties
* Coordinate development and delivery of high fidelity post-closing performance assessments
* Provide administrative assistance to the team (SVP and 3 team members) including meeting management, travel arrangements, shipping, office supplies and other occasional tasks
* Provide administrative assistance regarding work on contracts, legal documents, and other legal activities that involve the department
* Interface with clients and other departments

## Qualifications for corporate development

* Prior experience performing merger and acquisition transactions, including transaction valuation analyses and presentation and overall transaction project management analyses
* Excellent project leadership and negotiation skills the ability to prioritize multiple assignments and perform well in a fast-paced work environment
* Five years of combined experience in M&A/Strategic planning experience in the areas of acquisitions, divestitures, joint ventures and other investments
* Ability to manage multiple priorities given aggressive timelines
* Experience in the software industry, with direct exposure to the “customer experience” market a plus
* Courage and presence to provide candid and constructive feedback to senior executives peers