



# Example of Business Development Director Job Description

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Our growing company is looking to fill the role of business development director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for business development director

- Possess full knowledge of the corporate capabilities portfolio and collaborate with those entities to increase customer base and maximize sales potential
- Coordinate RFP alerts and distributions to internal POCs
- The annual divisional growth in contribution of 10% pa is the benchmark which requires the creation of a sophisticated, urgent and sales focussed culture
- For major pursuits in their assigned accounts, the BDD will secure appropriate involvement and lead the activity of solution architects and bid managers
- Identify and lead a coordinated, cross functional team to pursue all aspects of the private enterprises relationship
- Interact with professional staff to collaboratively address the private enterprises marketplace in a coordinated fashion
- Prepare and facilitate presentations and proposals
- Close sales, and finalize agreements with clients
- Drive overall expansion and penetration of priority private enterprises clients and targets while retaining current engagements
- Build and develop a sales strategy plan and growth pipeline aimed to identify, form and expand prospects, building strong client relationships in order to manage and grow the business

## Qualifications for business development director

- Regular and overnight travel to client accounts and company events may be required
- Bachelor's degree in Business Administration, Marketing or other related field OR seven (7) or more years of business development experience in a professional services environment required
- Prior experience working in professional services direct sales industry or in development role at financial services firms, including but not limited to experience with accounting firms, investment banking or private equity firms, personnel recruiting, business journals sales, financial consulting, business advisory services and/or banking industry preferred
- Proven track record of developing business relationships with C-level executives (CEOs, CFOs, Board of directors, ) and referral sources (attorneys, bankers, ) required
- Ability to thoughtfully and positively influence, lead, and manage change
- Capable of leading and managing a local team of people to accomplish desired results