



# Example of Corporate Development Job Description

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Our innovative and growing company is searching for experienced candidates for the position of corporate development. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for corporate development

- Deal pipeline management
- Cultivating a broad network of internal and external relationships to enhance your effectiveness and influence
- Serve as staff lead for volunteer fundraising committees dedicated to raising corporate and individual dollars securing in-kind donations for the National Task Force Gala – Miami and Winter Party Festival
- Assisting in the due diligence process, including process planning, project management of various work streams and ultimately integration of all due diligence findings into reports and implications analyses
- Supporting integration planning as needed, along with other business and functional personnel
- Supporting any dispositions of assets, facilities or businesses such as may arise in future
- Providing analytical support to ad hoc projects as required
- Build and maintain productive relationships with business unit officers, target company management teams, and industry and professional networks that can assist in corporate development initiatives
- Research developing and producing gold mines for potential acquisition
- Support ongoing transactional work including summarizing of contracts

## Qualifications for corporate development

- High energy level, with a strong ability to manage multiple projects simultaneously
- Skilled in preparing presentations, executive summaries and memos to senior management
- Applies strategic thinking to generate new thoughts and opportunities
- Strong interpersonal and relationship building skills with adaptability to work with people from various areas of the business and leadership levels
- Effective in preparing executive-level presentations (e.g., content development, speaking points, scripts)
- Able to convey data in a straightforward fashion for a variety of internal and external stakeholders