



Opening Date: 06/7/2017
Closing Date: Open Until Filled

Vacancy Announcement #33-17
BUSINESS DEVELOPMENT MANAGER

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Business Development Manager is responsible for supporting outreach efforts to cultivate new relationships with partner organizations.

This position reports to the Director of Corporate Partnerships in the Sports, Entertainment and Special Events Division.

EXAMPLES OF WORK ASSIGNED

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical in assignment.

Research Potential Partners and Sponsors

- Develop a target list of partner prospects in key industry verticals
- Research contact information for key decision makers
- Glean partner prospect's key business and marketing objectives in the Washington DC market through online and other research

Develop Partnership and Sponsorship Leads

- Reach out to partner prospects through phone calls and emails to introduce them to Events DC – Sports, Entertainment and Special Events Division.
- Schedule follow-up face-to-face meetings
- Maintain detailed tracking and reporting of outreach efforts

Drive Revenue Growth Across all Sponsorship Platforms

- Identify innovative brand activation opportunities that address sponsor's business and marketing objectives in the DC market
- Achieve consistent closure of sales prospects
- Deliver high-touch, proactive account management, service and support across sponsorship partners.

Support the Development of Sponsorship Sales Tools

- Produce pitch decks for partnership presentations using PowerPoint or similar application
- Gather and distribute follow-up materials to potential/current partners
- Manage SED's Hospitality Assets including monthly tracking, distributing event-specific invitations, tracking RSVPs, and ensuring that SED maximizes all hospitality assets across all partnership relationships

CORE COMPETENCIES (FUNCTIONAL MANAGER)

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent customer relationship management skills
- Proven ability to effectively communicate with c-suite executives both verbally and in writing
- Significant business relationships in the local, regional and national marketplace
- Extensive knowledge of social media trends and mediums and the ability to utilize social media to attract, generate and communicate with current and potential sponsors
- Ability to understand market and business trends and how it relates to Events DC's mission and objectives
- Ability to express ideas and convey information effectively, both orally and in writing
- Ability to close sales leads and drive revenue
- Ability to work independently and as part of a team

MINIMUM QUALIFICATIONS

- Bachelor's Degree in related field (Business Management or Marketing)
- Minimum of 5 years' experience in Business Development, Fundraising, Partnership Management, Sponsorship Sales or Strategic Alliances
- Must be well-versed in Microsoft Office (Word, Excel and Power Point)

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.