

Business Development Assistant *Family Bridges - Roles & Responsibilities*

Overview of position

The Business Development Assistant is to work with the Community Outreach Coordinator to develop sales leads and help create business strategies that grow the Family Bridges Corporate Wellness and Leadership Programs (part of the social enterprise initiative), to develop the new initiative and reach goals and objectives related to sales, productivity, profitability and industry penetration.

Minimum requirements

- HS Diploma or equivalent.
- Strong written and verbal communications skills.
- Technology savvy a plus.
- Experience working with faith-based and community organizations a plus.
- Some college in business or marketing
- Bilingual a plus (Spanish speaker).

Additional Requirements

- Have legal permanent residence or U.S. citizenship (i.e., proof of authorization to work in the U.S.)

Before hire:

- Required GROWTH workshop (up to 6 hours of Conflict Resolution).

Salary Information:

- Temporary position for 24 weeks (or until work 480 hrs., whichever comes first)
- 20 hours a week
- \$12.00 an hour

Main job tasks and Responsibilities

The overall objective of the Business Development Assistant, the key areas of focus include: strategic planning, issues management, management of key relationships in the professional development industry. In addition the principal accountabilities include, but are not limited to:

- Contributes to team effort by developing sales leads and helping create business sales strategies.
- Keeps current with supply and demand, changing trends, economic indicators, and competitors in Corporate Wellness and Leadership Programs.
- Develops and maintains strong relationships with key stakeholders, ensuring alignment of key objectives and focus on priorities.
- Identifies key emerging trends and issues facing the Family Bridges corporate brand.

Other Responsibilities

- Must have excellent communication skills. Communicating with all levels of people in the organization from hourly employees to the organizations Executive Director, as well as outside vendors and stakeholders.
- Must attend all trainings and workshops required by the DRLB Grant and SE Program
- Assist DRLB Team in delivering and executing programs and services.
- Must be able to provide clear instructions to staff on how to perform specific tasks.
- Ability to prioritize various tasks, assign a time frame for the tasks, and complete the project on or before the deadline.
- Study processes and make recommendations on how to eliminate waste.
- Constantly analyze problems and solve them.
- Demonstrate skills such as leadership, management, planning and organization.
- Desire to learn and work effectively with a diverse group of people and cultures
- Ability to successfully plan and manage accounts
- Ability to successfully follow through with a strategic plan
- Bilingual preferred (Spanish speaker)

Other

- Acknowledges the statement of faith upheld by Family Bridges that is included in the Employee Handbook.
- Utilizing healthy conflict-solving skills with co-workers, supervisors internally and externally with outside vendors, partners and contractors.
- Committed to building a positive culture in the organization that blesses every person/uplifts other that crosses their path
- Communicate concerns in timely and effective fashion.