

## **Business Development Specialist**

### Position Summary:

The Business Development Specialist implements community building and engagement activities to support the management team to secure contracts and affiliations that generate revenue; Leads business development functions that support current initiatives and business relationships.

### Duties and Responsibilities:

- Works with consultants to develop a proactive, methodological approach to new contract business, assess potential partner readiness, and develop appropriate and profitable pricing.
- Assists in creating an on-boarding system that continues to work with new partners to ensure smooth transitions, solve problems, communicate with new passengers and assure long-term success.
- Partners with other STC operations staff to ensure exceptional service delivery at the administrative level
- Works closely with local stakeholders and partners to execute on a long-term vision for robust business development
- Actively pursues new and existing partnerships with community stakeholders to develop and implement programs.
- Builds strategic partnerships with groups in the region, including but not limited to local government, community-based organizations, aging network, healthcare systems
- Assist in positioning STC's brand in the community
- Develops outreach materials to increase consumer awareness around mobility needs of older adults and help STC reach its business development goals.
- Represents STC at seminars, health fairs, meetings with community partners, professionals and the public.
- Participates in management and compliance meetings, provides regular updates to management, board members and other stakeholders
- Seeks feedback on the needs of the community from partners to improve STC's products and services.
- Develop, implement and manage agreements with new partners

### Qualifications and Skills

- Bachelor's degree preferably in business or marketing
- Strong history of successful business development and community outreach.
- Alignment with the vision, direction and support of overall organization objectives.
- Experience preparing promotional copy, budgets, financial analysis, short and long term planning, and project implementation.
- Strong organizational skills, ability to meet deadlines, and attention to detail
- Proficient computer skills

- Effective interpersonal skills, ability to establish trust, credibility and partnership at all levels of the organization.

Position Status

This is a part-time position with the opportunity for health, vision and dental, paid vacation and other benefits.

Salary commensurate with experience and qualification.

Selected candidate must pass a criminal background check and drug and alcohol screen.

Apply:

Executive Director, Senior Transportation Connection  
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Cleveland, Ohio 44135  
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Applications/resumes accepted through January 22, 2019