

Business Development Associate Manager Job Description

Position: Business Development Manager, Hope Group/Destinations

Description: Hosanna House Inc. seeks a Full-time Business Development Associate Manager who is dedicated and socially conscious of assisting our organization's Hope Group/Destinations team in creating and executing rental venue strategies.

The Business Development Associate Manager will work with the Hope Group department and Business Development Manager (BDM) in the following areas:

1. Revenue Generation – Execution of strategies developed to achieve revenue goals that support the organization's operations.
2. Celebration of Life Events – Execution of rental venue methods and procedures designed to assist individuals, families, businesses, and organizations in celebrating special moments, conducting business events, and safeguarding Hosanna House assets.
3. Administration – Management of sales order workflow, reporting processes, and associated tasks in the Hope Group/Destinations department.
4. Marketing – Develop and execution of sales strategies to achieve revenue goals and increase brand identity.

Business Development Associate Manager Responsibilities

- Assist the BDM in achieving revenue targets outlined in the Hope Group and annual revenue project plans.
- Assist (BDM) with earned-income initiatives that will provide funding to advance Hosanna House's social goals.
- Establish new and maintain existing relationships with outside community organizations, institutions, fraternal organizations, etc., to advance Hosanna House's mission and capitalize on Hope Group's revenue opportunities.
- Ensure internal and external customers, tenants, and visitors receive friendly and courteous service.
- Maintain good communications and working relationships with other departments.
- Responsible for the data management of the Destinations component in Salesforce, following organizational data input policies, data integrity, data security and confidentiality
- Maintain Sales records in cooperation with the Accounting Department to ensure the timely input of Sales Orders and refunds.
- Generate Salesforce reports
- Partner with Marketing for Social Media strategy development, implementation, monitoring, and analysis, which includes email, website, newsletter, and social media platforms
- Assist BDM in partnering with the Facilities department to ensure the following responsibilities and functions are accomplished:
 - Responsible for assisting in the management of expenses within budget parameters.
 - Develop and utilize a collaborative professional team in managing facility maintenance, repairs, renovation and building projects, and safety.
 - Establish and maintain professional standards to ensure the facilities team provides a clean, safe and healthy environment for employees, tenants, customers, and visitors.

- Establish and maintain department policies and procedures to ensure effectiveness and efficiencies.
- Keep BDM aware of all ongoing activities, opportunities, challenges, personal issues, and the department's performance against established goals.
- Maintain good communications and working relationships with other departments.
- Effectively manage multiple tasks and shift priorities while exercising good time management.
- Responsible for your professional development.

Skills and Experience

- Bachelor's or Associate's degree in Marketing, Sales, or a related field may be advantageous.
- 5 years minimum of sales experience and or coordination is a must. Experience in hospitality, telesales, or retail sales is a plus.
- Experience successfully using lead generation and marketing automation software such as Salesforce is highly preferred.
- A proven track record of achieving sales lead generation and appointment quotas.
- Excellent time management, scheduling, and planning skills
- Proficient with Microsoft Office Suite, office equipment, and CRM systems (Salesforce)
- Excellent communication skills: written, verbal and nonverbal. Public speaking skills are helpful.
- Excellent interpersonal skills: communicative, approachable, active listener, and strong emotional intelligence.
 - Strong leadership abilities.
 - Good time management skills - the ability to multi-task daily projects and commitments and employ structured selling methods is required.
- Ability to interact constructively and cooperatively in a team environment. The demonstrated ability to work independently while following directives and budget restrictions, meeting deadlines, and accurately delivering a detailed, comprehensive work product.
 - Proficiency in Excel, Word, PowerPoint, and Google Calendars.
 - Ability to work regularly scheduled days, nights, and weekends at multiple locations.
- Ability and willingness to protect the mission, goals, and values of Hosanna House.
- Current Driver's license