

Director of Business Development

The Inland Empire Economic Partnership is the region's only economic development organization. We support efforts in job creation, leadership infrastructure, and regional advocacy for Riverside and San Bernardino Counties. The diverse membership of IEEP is dedicated to creating economic opportunities that promote a better quality of life for our region of over 4.5 million people. Our membership is subdivided into several different industry-specific councils that convene on a regular basis to discuss their most pressing issues. This model was created to bring industry partners, competitors, and local government together to work toward a more prosperous future for everyone.

Position Overview

The Director of Business Development is responsible for introducing new members to the Inland Empire Economic Partnership (IEEP), and in partnership with our team shepherding them through the process of exploring a partnership with IEEP. The Director will develop the right mix of strategies to build a pipeline that grows membership at IEEP. The ideal candidate will have a consultative, solution-oriented philosophy for sales.

This position reports directly to the CEO, and as such, ideal candidates must be comfortable working fairly autonomously within the IEEP framework.

Knowledge, Skills and Abilities

Candidates should be prepared to demonstrate the following knowledge, skills and abilities.

- Sales plan development experience
- Track record of successful membership development
- Prospect qualification abilities
- Complex problem-solving skills
- Listening and questioning skills
- Networking skills
- Consensus building skills
- Industry relations experience
- Strong proposal-writing experience
- Excellent public presentation & interaction skills

Responsibilities:

- Understand strategic business initiatives and help communicate and implement them across the organization
- Collaborate with the CEO's executive assistant to ensure efficient scheduling and preparation for upcoming meetings or events
- Assist with the organization of Board of Director meetings, agendas and action item management
- Collaborate with PR and Communications teams to prepare for internal and external appearances/ communications

- Work across teams to facilitate various special projects
- May require some coordination of travel logistics and other administrative duties
- Anticipate and proactively manage tasks for the CEO
- Working with the private and public sectors to determine effective, detailed approaches to pursuing new members while driving the follow-up and implementation
- Developing and pursuing leads for new members in various industries and regions
- Serving as the business development liaison to business groups, cities, organizations and helping to establish and carry out viable marketing plans
- Completes monthly, quarterly, and annual statistical reports, analyzes trends for future economic and business development, and provides recommendations and updates as requested
- Developing customized pitches, presentations, responses to potential members, and other marketing collateral for new business opportunities and member meetings

Requirements:

- Demonstrated ability to lead and influence across multiple levels of an organization
- Incredibly organized with the ability to track multiple concurrent projects
- Excellent communicator in written and verbal form
- Ability to create presentations for internal and external use
- Skilled at interpreting business needs and making decisions based on changing priorities
- Highest level of integrity and management of confidential information
- A confident, resourceful self-starter who can anticipate the needs of a busy CEO
- Experience in digital media or technology highly preferred

Job Type: Full-time Required

Education:

- Bachelor's

Required experience:

- Business Development: 7 years