

Business Development Manager

Position Contract

Job Description

1. Gather and maintain timely and accurate records required by West Company funders and programs.
2. Develop collaborations with the other community-based organizations offering business development assistance and encourage referrals from partner agencies.
3. Recruit, screen, assess, and orient new clients to West Company services determining what training and consulting services they need in order to develop their businesses through West Company or referral.
4. Provide substantial, honest and forthright business development, planning, and management assistance to start-up and existing businesses.
5. Conduct business training workshops and seminars.
6. Actively participate as a team member in the overall development, implementation, and promotion of West Company's strategic objectives .
7. Work as a team under the direction of the Program Director to develop programs to meet the need(s) of the community.
8. Avoid conflicts of interests during and after my employment.

QUALIFICATIONS:

1. Experience with small business owners or in an economic development organization.
2. Knowledge of development and uses of business planning.
3. Consultation or training experience desirable.
4. Good communication, facilitation, and interpersonal skills. Ability to foster client self-determination and self-help skills.
5. Entrepreneurial skills to work independently, exercise good judgment, knowledge of local resources.
6. Proficient – Excellent Computer skills-Word, Excel, Access and PowerPoint.
7. Possession of valid California driver's license and access to insured vehicle.
8. Ability to work effectively with others towards a group goal and follow oral and written directions.