



Job Title: Director of Business Development

Reports to: Chief Operating Officer

FLSA Status: Exempt

Department: Sales

Location: Remote

About Prospanica

Prospanica provides tools and resources that enrich the lives of Hispanic students and professionals to create a vibrant future for our nation. <https://prospanica.org/>

Mission

To empower and enable Hispanic professionals to achieve their full educational, economic, and social potential.

Vision

To be the leading catalyst for Hispanic professional achievement.

Position Overview

As a vital member of the leadership team, the Director of Business Development will assume responsibility for developing and enhancing sponsorship and sales strategies. This encompasses, but is not confined to, generating revenue from the Prospanica Conference and establishing year-round partnership agreements. Additionally, the Director will oversee the business development team, including external contractors.

The Director of Business Development actively advocates for Prospanica by identifying customer needs, seizing opportune moments, delivering value-added services, and proposing suitable solutions to fulfill customer requests, ultimately aiming to close all sales opportunities. This role requires the Director to offer friendly, courteous, and professional service while assisting our corporate, government, academia and community partners across various functions, with a primary emphasis on fostering transformative rather than transactional engagement.

RESPONSIBILITIES

- Develop and implement engagement strategies, ensuring program/event support aligns with corporate/sponsorship deliverable agreements.
- Set performance benchmarks and responsibilities for the Sales department, establish priorities, and provide progress reports on annual goal achievements that are in line with the organization's strategic direction.
- Actively monitor, analyze and improve scope of services and sponsorships offered.
- Foster robust connections with corporate, academic, government, and nonprofit entities to boost interest in expanding Prospanica partnerships.
- Generate concise reports to update Executive and Board of Director meetings, tracking activities and measuring success against goals.





- Collaborate closely with Prospanica's Finance department to ensure accurate invoicing and financial record-keeping for all contracts and sponsorships.
- Assist in creating Prospanica sales and sponsorships materials, including brochures, collateral, and communications.
- Institute procedures for collecting and analyzing data to validate placement statistics derived from Prospanica career fairs.
- Willingness to work beyond standard business hours to ensure the satisfaction of customer and staff needs.
- Perform additional duties as assigned.

JOB QUALIFICATIONS

- Believe in the Mission and Vision of Prospanica.
- Bachelor's degree from an accredited institution preferred.
- Experience in Sales force a plus.
- Minimum of 5-7 years of progressive experience in nonprofit or association business development.
- Experience in contract review and negotiation a plus.
- Demonstrated achievement in cultivating and sustaining robust connections with a broad spectrum of audiences, encompassing corporate leaders, community influencers and stakeholders in higher education.
- Proven track record navigating intricate systems and successfully negotiating mutually beneficial agreements, corporate sponsorships, and contracts.
- Outstanding communication, interpersonal finesse, and adept public speaking skills.
- Proficient in delivering exceptional customer service and adept at relationship management.
- Analytical ability to interpret data from the existing CRM system to identify trends and pinpoint growth opportunities.
- Demonstrated ability to work autonomously and collaboratively as situations dictate.
- Exemplary prioritization skills, fostering a positive and productive teamwork environment.

WORK ENVIRONMENT

- Proven capability to excel both autonomously and as part of a collaborative team in a remote work environment.
- Exceptional talent for task prioritization, fostering a positive and efficient work atmosphere, and diligently completing assigned responsibilities.
- Outstanding problem-solving abilities, coupled with strong analytical and evaluative skills.
- Proficient in meeting deadlines with precision.
- Potential for up to 30% travel, with a mandatory valid driver's license.





COMPENSATION AND BENEFITS

- Annual salary is \$90,000 - \$120,000
- Benefits package includes medical, dental vision, retirement plan with employer match, professional development program and paid time off.

SUBMISSION REQUIREMENTS

Interested candidates should submit the following items electronically to: hr@prospanica.org

- Resume and cover letter with subject Director of Business Development.
- Three professional references
- Salary requirements

EEO Statement

Prospanica is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. We actively encourage applications from candidates of all backgrounds to ensure we meet the diverse needs of our employees and customers.

