



Title: Business Development Manager
Department: Sales and Marketing Division
Reports to: **Director of Operations**

Start date: January 2010
Salary range: negotiable
Status: Full-time

Description: The **Business Development Manager** will create a well-qualified and rich pipeline of prospective opportunities in new markets including but not limited to opening offices in several US cities, negotiate and close profitable business partnerships with regional childcare provider resources and other industry related entities, and work with the client services and client relations team to maintain a high level of customer satisfaction and recurring revenue.

Responsibilities: Duties include assessments of marketing opportunities and target markets, intelligence gathering on customers and competitors, sourcing, negotiating and hiring Lead Nannies/Recruitment specialist. Management of regional operations, overall revenue generation, Lead Nanny performance and target opportunities and office set up and operations. Month to month activities include:

- Investigate the economic conditions surrounding our business trends and competition
- Conduct extensive market research prior to starting up a new office and continue gathering information throughout the life of the business
- Prepare a detailed business plan to maintain sight of companies' goals and objectives
- Secure sufficient financial resources for future development or expansion
- Contact professional advisors such as accountants, bankers and/or lawyer to provide expert information about the business
- Network with other small businesspeople; establish a support group
- Adopt a team approach; work with others in pursuing common goals
- Develop a situation analysis of the company including its strengths, weaknesses, opportunities and threats to assist in the development of a strategic plan for the future of the business
- Negotiate office space lease term as needed, set up local office and hire Lead Nanny/Recruitment Specialist. Train Lead/Nanny Recruitment Specialist in all aspects of nanny hiring, qualifications and training

Key Attributes

Exemplary communication skills, both written and oral demonstrable presentation and influencing skills
Effective use of Microsoft Word, Excel, PowerPoint, calendar software, marketing, search engines and accounting software
Good project management experience
Strong organizational and communication skills
Strong analytical skills
Attention to detail
Strong team skills
3-5 years of experience in advertising and sales management or similar industry
Strong understanding of customer and market dynamics and requirements
Willingness to travel and work throughout the United States and abroad
Proven leadership and ability to drive sales and companies to profitability

Job-Related Education

College or advance degree in business management, communications, Sales & Marketing
Location: Seattle