

Position Description

Job Title:	East Coast Business Development Leader	FLSA Status:	Exempt
Office Location:	Boston Metro Area	Hours:	Full Time
Department:	Business Development	Salary:	Salary plus commission resulting in earning potential of \$120-150k, benefits plus additional opportunity for bonus or profit sharing
Reports to:	VP of Business Development		

Summary

This is an exciting opportunity for a highly organized and motivated self-starter who has the desire to be a member of a dynamic, purpose-driven team. The Leadership Edge is the industry leader of organizational development for the life sciences. We assess, guide, and develop leaders, managers, and teams, from the scientists at the bench to the directors in the boardroom. This role is ideal for a dynamic networker who loves making an impact on both peoples' careers and their organizations' success, is energized by tremendous opportunity, and thrives on the close of a successful sale.

Essential Duties and Responsibilities

Work closely with the VP of Business Development and the entire sales team to execute our strategy for growth while accelerating our client's success.

- Leverage a growth mindset to drive and exceed sales goals.
- Develop and deploy business-building growth plans for the east coast markets with an emphasis on the Boston area.
- Execute business growth plans with excellence.
- Identify, cultivate, and expand centers of influence to foster relationships with target associations, contacts, and companies.
- Attend local industry events and conferences to gain visibility and network with key leaders in the industry.
- Source opportunities for speakerships and sponsorships that position us as thought leaders in the community and result in new contacts and clients.
- Respond and expand upon opportunities from inbound leads, which are a result of our strong client base of repeat and referral-based business.
- Consult with clients to understand their unique business challenges and scope enterprise-wide solutions.
- Collaborate with the operations team to translate the client's current business landscape, objectives, and scope of work to ensure successful delivery of programs and services.
- Demonstrate a client-focused mindset through ongoing communication, developing the relationship for future opportunities and referrals.
- Quickly grasp the sales cycle process and work to accelerate and shorten the deal closure timeline.
- Contribute to process improvement in sales, resulting in greater efficiencies and enhanced client experiences.

Key Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to meet or exceed sales goals.
- Experience in consultative sales; ability to build trust, establish credibility, ask open-ended questions, actively listen, engage in problem-solving, and adapt to feedback.
- Ability to build relationships and influence.



- Understanding of organizational development and learning and development services and familiarity with the life science industry is highly beneficial. An appetite for knowledge and a quick study. Demonstrates an ability to quickly learn key concepts and information related to our target market and the company's products and services.
- Strong research and strategic analysis skills to keep abreast of industry trends, benchmark the competition and keep the company ahead of it.
- Excellent written, verbal communication, and presentation skills addressing a wide range of contacts, including high-level executives, scientists, facilitators, and staff. Includes effectively employing tact, integrity, confidentiality, diplomacy, and flexibility.
- Ability to set goals and plan with a results-oriented approach.
- Demonstrated ability to show initiative and to be a self-motivated, innovative, and independent thinker. Ability to strike a balance between big picture thinking and tactical execution, anticipating potential needs or challenges as opportunities progress through the pipeline.
- Strong teamwork and work ethic with a positive attitude.
- Ability to manage a high volume of details across dozens of clients in a fast-paced, deadline-driven environment.
- Proficiency in Microsoft Suite including Word, Excel, PowerPoint, and Outlook.
- Experience in the use of a CRM, such as HubSpot.
- Ability to deal with unanticipated challenges with grace and composure.
- Comfort in working in a remote environment.
- Understanding of cloud computing to use the cloud-based system, organize folders and maintain an organized company-wide shared filing system.
- High energy, professional, flexible, and thrives in a fast-paced, entrepreneurial environment.
- Ability to lift and carry or transport approximately 20-25 lb. boxes.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Our corporate headquarters are located in California. The office is a multi-floor building without an elevator. The offices are located upstairs.

Education and/or Experience

- 5-10 years consultative and enterprise-wide sales experience.
- Strong understanding of the life science ecosystem.
- Deep knowledge and experience of the Boston/east coast life science markets.
- BS/BA Degree required.

Other Requirements

- Resident of the Boston Metropolitan Area preferred.
- CRM experience required. Hubspot preferred.
- Zoom, MS Teams, and other virtual platforms.
- Proficient in Microsoft Office 365 applications including Word, Excel, PowerPoint, SharePoint, Outlook, and Planner.

Language Skills

- Excellent written and verbal communication skills in English are a requirement.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to prioritize tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.
- The employee may need to lift and/or move up to 25 pounds on occasion.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to travel via private or public transportation.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Interested candidates may submit their resume online at Info@theleadershipedge.com