

**Position Title:** Director of Business Development

**Overview:** Small non-profit membership association in the energy sector is seeking a highly qualified, self-motivated business development director to grow the membership base and enhance brand identity. Director will be responsible for planning and executing programs, events and initiatives that support the mission and business development goals of the organization.

**Type of Position**

- Initial 90 day probationary period
- After probationary period, full-time, exempt employee
- Employee-at-will
- Reports to Executive Director
- End-of-year bonus based on membership and event revenue

**Position Description:**

**Business Development (30%)**

- Increase revenue to the association through personal contacts, business development opportunities, events, and membership development
- Strengthen brand identity
- Understand the advocacy and public affairs mission of the association and effectively communicate the value of membership to prospective members
- Apply business development experience to identify new opportunities and methods previously unexplored by the association
- Formalize the business development function within the organization.

**Membership Development (30%)**

- Grow membership, particularly in under-represented segments of the natural gas and oil sector
- Work with the membership committee to recruit new members and upgrade existing members
- Strengthen relationships with existing members
- Enhance members' experience with the association and ensure interactions project a professional, well-run organization
- Manage regular contacts with membership base
- Responsible for ensuring member and prospects database is accurate and complete
- Responsible for annual membership billing.

**Events Management (40%)**

- Plan and execute member education, advocacy, and appreciation events
- Manage Event Coordinator employee

- Work with the program committee to formulate effective events that advance the association's mission and complement business development goals
- Responsible for regularly-held seminars as well as three major events – a Washington DC advocacy trip, black tie banquet, and annual membership meeting
- Create and manage event sponsorship opportunities
- Effectively market events through various channels including member communications, direct mail, and traditional and digital media
- Responsible for all communications with speakers and guests, including professional follow-up.

**Requirements:**

- Five to eight years of business development experience
- Proven results in growing a membership or customer base
- Excellent interpersonal skills with a customer service orientation
- Ability to multi-task and work effectively with frequent interruptions
- Effective personnel management skills
- Effective time management skills
- Ability to work as a team player
- Attention to detail for planning events
- Outstanding verbal and listening communications skills
- Effective written communications and editing skills
- Prefer candidates with knowledge of the natural gas and oil industry, or experience in a political organization
- Excellent Microsoft Office skills
- Experience with iMIS or a related membership database.

Email cover letter and resume to [EnergyWest2010@gmail.com](mailto:EnergyWest2010@gmail.com). Please use subject line "Director of Business Development."