**Business Development Specialist**

We are looking for a business development specialist who values communication and can foment cooperation between various parties.

Essential Duties and Responsibilities of a Business Development Specialist:

* Develops and executes a strategy for discovering and securing new business opportunities either locally, regionally, or nationally.
* Assesses potential third party clients in terms of income potential and mission fit.
* Adapts new business strategies in accordance with the types of clients already secured by the company.
* Evaluates, determines, and realizes quarterly business growth goals.
* Represents the company at trade organizations, on committees, and during board meetings, when necessary.
* Creates a business development database in order to evaluate performance and organize client and prospective client information.
* Fosters beneficial relationships with business partners, potential clients, and business contacts in order to attract new business and enhance organization reputation.

Required Knowledge, Skills, and Abilities:

* Is able to close deals and achieve goals.
* Exhibits strong motivation to make sales.
* Is detail-oriented and able to multitask.
* Demonstrates strong organizational skills, the ability to meet deadlines, and the ability to solve problems.
* Exhibits excellent communication skills.
* **Is an extremely flexible and adaptable self-starter.**