

UVI RTPark
JOB DESCRIPTION – BUSINESS DEVELOPMENT MANAGER

POSITION TITLE:

Business Development Manager

JOB SUMMARY:

The Business Development Manager is a key member of the senior team responsible for executing important elements of the investment attraction strategy. Working collaboratively with the Executive Director, s/he is responsible for continuously identifying potential clients and target investor communities and refining the value proposition to reach those communities. A key focus for the business development manager is process streamlining of the application process, so that prospects are converted into active clients on a timely basis. There is also need to think about and to design tactics for winning new business, maintaining client retention and supporting existing clients. In the last three years, the RTPark has successfully positioned itself within the impact investment community, and persons with knowledge of this field will have an advantage.

REPORTING RELATIONSHIPS:

The Business Development Manager reports directly to the Executive Director of the UVI RTPark. This position supervises and is responsible for the performance management of the administrative employees and/or UVI student interns.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Ensures a robust pipeline of potential clients through prospecting and networking and attracts entrepreneurs and investment from across the United States and internationally to the RTPark program
- Maintains extensive knowledge of current market conditions, benefits, solutions and services that the RTPark makes available to clients and RTPark policies, rules and regulations.
- Responsible for all aspects of the client cycle, from lead generation to closing
- Responsible as the lead contact for interaction with client attorneys to shepherd applications through the process, including weekly status reports, first review of all application materials for completeness and review of materials from the RTPark external counsel for the Executive Director and Board of Directors
- Screens potential businesses by analyzing their business profiles and proposed areas of activity and feasibility of the projected financials submitted
- Serves as relationship manager, for prospective clients during the application process and maintains good communication when handing off to other members of the senior team for compliance throughout the life of the agreement
- Responsible for maintaining good records on companies making applications to the RTPark program.
- Develops ways to improve client experience and build brand loyalty.
- Provides support to the ED in negotiations with prospective clients on all aspects of the agreement particularly by documenting the proposals and counter offers and the codification and memorializing of final business deals.
- Provides executive data on timeframes to complete the application process and maintains accurate, up to date records on the eight phases of the RTPark application process from

screening to exit, providing weekly and monthly reports to the ED and contributing to semi annual detailed reports to the Board of Directors. Makes recommendations drawn from thoughtful analysis of these data and reviews activities periodically to fine-tune business development processes.

- Protects RTPark's value by ensuring and adhering to high confidentiality standards.
- Contributes to the development of marketing and communications materials, and other brand-building efforts, working with the ED and other members of the team, including the communications specialist.

REQUIREMENTS:

- Must possess a broad understanding of industry trends particularly for technology and knowledge intensive businesses, business management, financial analysis of business enterprises, investment attraction, economic development and regulatory matters.
- Excellent verbal, written, and interpersonal communication skills.
- Must be highly skilled presenter and facilitator and able to represent RTPark at conferences and other industry events.
- Demonstrated ability to meet aggressive deadlines
- Comfortable working independently as well as part of a team.
- Demonstrated organizational skills for timely performance of duties with necessary attention to detail.

QUALIFICATIONS AND EXPERIENCE:

Required:

- Bachelor's degree in business administration, management, law or related field
- Minimum of 5-7 years of previous experience in economic development, law, sales, management, customer service, finance, administration, or related field
- High competency in MS Office

Preferred:

- Master's degree in Law, Economics or Business Administration
- Experience with financial services, investment banking or economic development agencies a plus, particularly knowledge and familiarity of impact investment.

COMPENSATION & BENEFITS:

RTPark offers a competitive salary schedule based on qualifications and experience, along with a comprehensive benefits package to eligible staff.

The RTPark is an equal opportunity employer. Applicants from diverse cultural and socioeconomic backgrounds are strongly encouraged to apply.