

Business Development Manager – Job Description Summary

Provide outstanding service to customers, potential customers and team members. Responsible for the overall operation of the business development efforts, which includes interaction with customers, potential customers and area businesses through a variety of delivery methods (i.e. via telephone, cold calling, organizational affiliations and the Internet). Directs the activities of all on-site sign-ups for existing and potential sponsor employee groups to ensure overall member and group satisfaction. Interacts directly with SEG representatives, customers and potential customers to determine financial needs, cross selling products and/or services. Actively participates in establishing, promoting and growing new business. Ensures that the activities of any business development efforts are conducted in conformance with all applicable regulations and with all policies, procedures and practices.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment