NEW BEGINNINGS HIGH SCHOOL
POSITION DESCRIPTION

Title: Manager of Business Development (Full time)  Reports To: CEO

Company Overview
New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary:
The Manager of Business Development is responsible for developing and identifying strategic business relationships with local and national organization, and other potential stakeholders to develop the growth of New Beginnings High School. The Manager of Business Development will report to the CEO and work closely in identifying the goals of development for NBHS.

Key Responsibilities:
• Support NBHS by attending community service and outreach activities throughout the year
• Work with Manager of Marketing to plan, develop, and implement the NBHS marketing strategy
• Develop new business opportunities with local and national organizations
• Work closely with Manager of Marketing and CEO to identify business needs
• Manage large scale, complex contract, negotiate and close new business partnerships
• Participate and present in board and staff meetings as necessary
• Attend conferences and professional association meetings to promote and New Beginnings High School services and vision
• Research market trends and approaches to aid in the continuous growth of the organization
• Develop and maintain a network of operational contacts that will support and partner with the organization
• Other duties as assigned

Minimum Qualifications
Requirements
• Bachelor Degree in Marketing, IT, Mass Communications and/or Business Administration
• Minimum of 3 years’ relevant experience working in the private or public sector
• Excellent written and verbal communication skills
• Background check and fingerprinting clearance
• Knowledge and ability to operate standard office equipment
• Knowledgeable of Employment policies, regulations, and laws
• Willing to work flexible hours
• Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
• Knowledge of search engines, electronic marketing and surveying programs
• Able to provide excellent customer service to internal and external clients
• Valid Florida driver’s license, Reliable transportation, Valid automobile insurance
Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds

The Manager of Business Development must demonstrate commitment to the mission and vision of New Beginnings High School by ensuring the company message and brand is reflective of its mission and vision through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Working Conditions

Environment
Requires working indoors in environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements
Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

* Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

* The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.