

## Engaging Minds Job Posting



**Position:** Business Development Manager

**Position Details:** The Business Development Manager is a part-time, hourly position.

### **Company Description:**

Established in 2010, Engaging Minds offers one-on-one tutoring for students in elementary through high school to help them develop and refine the executive function skills that allow them to succeed in school and life. The company's mission is to provide students with learning skills and strategies to become motivated, independent, and confident learners. Instructors at Engaging Minds teach students *how* to learn, employing a methodology that is specifically designed to instill critical thinking skills, learning strategies, and problem-solving skills that students can apply across multiple disciplines. Engaging Minds instructors take time to get to know each student and to develop a personalized learning plan to meet his or her needs. By helping students find academic success early and often, students increase self-confidence and enhance intrinsic motivation, which sets them on a path toward achieving their full potential in school and throughout their lives. In addition to one-on-one tutoring, Engaging Minds also offers professional development workshops and ongoing learning and development for adults who work in the fields of education, counseling and youth development.

### **Position Summary:**

The Business Development Manager is responsible for driving new client relationships in the realm of partnerships, trainings, and workshops. He/She is charged with selling professional development workshops to schools, school districts, parent-teacher organizations, community groups, professional associations and other organizations who would benefit from professional development workshops and trainings that address skills and techniques to help young people develop the executive function skills that are necessary to succeed in school and in life. In addition, the Business Development Manager is charged with selling partnership-based tutoring contracts to schools, after-school programs and/or non-profit organizations.

Reporting to the President, the Business Development Manager job is a part-time, hourly position. The position requires approximately 10-15 hours per week for 50 weeks throughout the year. The Business Development Manager role is located in Newton, MA and candidates must be located in the Boston area, but the work can be done from home on occasion.

### **Principle Responsibilities**

#### **Sales and Business Development - 90%**

1. Craft, implement and report against a strategic sales plan and pipeline targeted at engaging new customers in the area of professional development workshops and trainings, as well as for the delivery of school-day and after-school partnerships for tutoring.
2. Develop relationships with schools, teachers, afterschool providers, district-level administrators, counselors, physicians, parent-teacher groups, non-profit organizations, youth-serving organizations and other constituencies who are our target audience for workshops, trainings and partnerships.
3. Deliver against a defined quarterly goal for selling workshops, trainings and partnerships.

#### **Administrative Support for Sales - 10%**

1. Establish a planning and reporting structure on each sales initiative to determine how well we are meeting and measuring the goals of our outreach.



2. Maintain accurate and up-to-date data in the Engaging Minds CRM system for the sales pipeline and related contacts.
3. Coordinate and collaborate with the President and the Marketing and Communications Manager to ensure that there is consistency in outreach approach, message and materials.

### **The Ideal Candidate**

The ideal candidate is an experienced sales and business development professional with a minimum of two years' experience in a sales role, preferably in a small company or entrepreneurial environment. He/she should have a data-driven approach to sales and business development efforts and how they are planned and evaluated. The ideal candidate has exceptional relationship development skills and has proven success building relationships to sell in the education and/or counseling sector. He/She has a "roll up your sleeves" attitude toward work and is motivated by the opportunity to design and execute a sales process as part of a collaborative team.

### **Qualifications:**

- A bachelor's degree or equivalent experience required.
- Exceptional written and verbal communication skills.
- Demonstrated experience with relationship-based selling in the fields of education, counseling and/or youth development.
- Demonstrated experience and ability to think strategically around sales, business development and reaching targeted markets creatively.
- Demonstrated experience developing and measuring the success of sales initiatives.
- Demonstrated experience using data and metrics to drive outreach strategies.
- Ability to work cross-functionally within the company to set and achieve collective goals.
- Comfort with accountability, both for oneself and for holding others to high standards.

### **Compensation:**

Compensation for the Business Development Manager is an hourly base pay, plus commission and will be commensurate with experience. The position is not eligible for benefits.

### **How to Apply:**

Send an email with a thoughtful cover letter and your resume to [jobs@engagingmindsonline.com](mailto:jobs@engagingmindsonline.com) with "Business Development Manager" in the subject line. Please tell us how you heard about the job. No phone calls, please. For more information on Engaging Minds please visit our website at [www.engagingmindsonline.com](http://www.engagingmindsonline.com).

*Engaging Minds is an Equal Opportunity Employer and encourages applicants from diverse backgrounds.*