

Director, Business Development



JOB DESCRIPTION

The primary roles of the Director, Business Development (“DBD”) are to develop, establish, maintain, and execute sales and marketing strategies to meet the organization’s sales objectives primarily focusing on generating new business. This position reports to the VP, Business Development. Job requirements are also to believe in, live, and communicate our corporate Core Values (Commitment to Excellence, Building Strong Client Relationships, Being Proactive, Being Thoughtful of Others, Doing Whatever It Takes, Demonstrating Humble Confidence, and Having and Being Fun).

Sales Direction
* LMA
* Strategic consulting/selling
* Follow sales process (prospecting, sales plan execution)
* Forecasting
* New sales

MAIN JOB TASKS AND RESPONSIBILITIES

- Identify and validate potential clients
- Build and maintain relationships with clients working hand in hand with the Client Services and Scientific Services team
- Analyze customer research, current market conditions, and competitor information for new and value added services
- Create and deliver capabilities presentations that are strategic, innovative and offer solutions to our clients
- Create proposals that comply with JB Ashtin processes and client guidelines (and MSAs)
- Possess a full understanding of client/product portfolio of business at JB Ashtin; style guides, financial requirements
- Ability to understand industry guidelines and discuss how they impact proposed projects
- Create or update, in conjunction with Sr. Management, the organization’s sales strategy and process
- Create or update, in conjunction with Sr. Management, the organization’s capabilities presentations or other materials
- Contribute to building and maintaining contacts and leads in the organizations CRM system
- Utilize appropriately all marketing, advertising, and promotional tools
- Assist in onboarding of new employees
- Report weekly on all sales activity and results
- Contribute to a pricing strategy in conjunction with Sr Management
- Any and all other job duties that may be assigned by JB Ashtin

EDUCATION AND EXPERIENCE

- 5 to 7 years sales experience within pharma, biotech, or medical communication agencies
- Experience in all aspects of developing and executing sales strategies
- Relevant product and industry knowledge
- Ability to build and maintain relationships with new contacts/clients
- Experience in leading internal teams cross-functionally and collaboratively
- Strong desire to learn in a fast-paced environment
- Strong multi-tasker with superior time management skills to work effectively within demanding timelines
- Ability to interact in a professional manner with clients in a variety of therapeutic areas
- Degree in liberal arts, management, marketing, or business (life sciences degree a plus)
- Experience with relevant software applications
- Ability to travel, approximately 20-25% of the time

KEY COMPETENCIES

- Organization, prioritization, and planning skills
- Problem analysis and problem-solving
- Team-leadership and collaboration
- Formal presentation skills
- Innovation
- Adaptability
- Strategic thinking, planning
- Persuasiveness

- Excellent written and verbal communication skills
- Good judgment and decision-making skills
- Stress tolerance

NOTE: This job description describes the general nature and type of work to be performed by an employee in this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position.