



JOB DESCRIPTION

Job Title	Director, Business Development
Reports to	Chief Program Officer
Classification	Exempt
Supervisory Status	Supervisory
Full-Time or Part-Time	Full-Time (40-hours)

Position Summary

The Director of Business Development is responsible for leading the implementation and execution of business development strategy, managing the execution of new business development plans, and creating and updating business development processes and reporting. The Director is responsible for overseeing the case management functions for individuals receiving workforce development through DDA & DORS services, and is expected to ensure consistency, compliance, and quality. The Director will also work closely with the CEO to explore and pursue service expansion including Pre-Employment Transition Services (Pre-ETS), and so forth. This position will work closely with VP, of Strategy & Quality Enhancement to ensure that business lines are aligned with OBI's strategic plan for growth to develop business strategies to increase company revenue through potential new service opportunities. The Director will be a member of OBI's Executive Team.

Essential Duties and Responsibilities:

- Develop and execute a comprehensive business plan aligned with OBI's goals for developing a line of business.
- Strategically identify new business opportunities and partnerships for Workforce Development opportunities.
- Cultivate a strong network and foster relationships with key industry players to develop strong relationships in the community.
- Regularly attend networking events, business association meetings and industry events to stay relevant and develop new business contacts for OBI.
- Network, communicate, attend, and actively participate in external meetings to establish/expand a network of peers and collaborative relationships with other organizations.
- Work closely with the VP, Strategy and Quality Assurance to ensure that all business strategies align with OBI's overall strategic plan for growth.
- Interview, hire, train and directly supervise the Manager of Workforce Development, and business development team.
- Track and complete the timely evaluations of all staff supervised, and assist managers as needed to ensure the timely completion of evaluations for all department staff.
- Assist with the developing and coordinating of training for all staff, ensuring that all COMAR training requirements are met.
- Coordinate the marketing, recruitment, and onboarding of new participants to OBI's DDA and DORS services.
- Develop and monitor the Workforce Development budget, with a goal of meeting or exceeding all revenue projections.
- Closely monitor DORS referrals, status, and service authorizations to ensure efficiencies on behalf of OBI as well as DORS; ensure the accurate maintenance of a DORS

- referral/status tracking spreadsheet and inform CEO of any cases that need additional attention.
- Coordinate quality assurance activities including satisfaction surveys, program efficiency, effectiveness, and access outcomes, and provide a quarterly report according to policy and procedures.
 - Ensure timely completion of monthly billing and mandated reports for all funding sources (DORS, DDA, relevant grants, etc.).
 - Ensure complete and accurate participant program files, attendance, and CareTracker notes in the iCare case management system.
 - Attend meetings, conferences, committee meetings, and trainings as assigned.
 - Ensure compliance with all COMAR, MDH, OHCQ, DDA, DORS, and OBI policies.
 - Work with the manager of Workforce Development to develop meaningful programming/curricula to be implemented by workforce development staff. All programming developed should have the flexibility to be delivered in person and/or virtually, as needed.
 - Research emerging trends and legislature in disability field and the workforce development industry to remain abreast of specific needs of the local labor market.
 - Professionally represent OBI in the local chambers of commerce, at industry specific meetings, and in the broader community.
 - Support OBI in expansion efforts to include diversifying funding and programmatic offerings.
 - Develop professional and effective working relationships with key stakeholders such as Coordinators of Community Services (CCSs), employers, DORS and DDA representatives, and clients and families/caregivers.
 - Participate as an active member of OBI's Executive Leadership Team.

Non-Essential Duties

- Additional responsibilities as assigned.
- Daily adherence to OBI's core values:
 - Communication & Collaboration
 - Integrity
 - Creativity
 - Diversity & Inclusion
 - Compassion & Respect

Qualifications:

- 5+ years sales experience with a demonstrated track record of quantifiable sales success.
- Bachelor's degree in business Required, master's degree in business administration preferred.
- Track record of building pipeline of qualified opportunities and company growth.
- Self-starter with the ability to stay focused and on track.
- Growth minded and innovative.
- Organized and have a detailed knowledge of prospects and pipeline.
- Creative problem solver, ability to effectively generate and follow up on leads and opportunities from start to finish.
- Strong builder of trust and authentic collaborator.

- Accountable and results driven.
- Demonstrates ownership, accountability, and resiliency.
- Effective negotiator with comfort discerning budget and prospect readiness.
- Highly analytical.
- Poised, effective and dynamic verbal and visual presenter.
- Ability to leverage influential relationships.
- Ability to work independently with minimal supervision, as well as strong skills related to teambuilding and working collaboratively across departments.
- Excellent communication skills, both written and verbal, and the ability to communicate with all levels of staff, individuals served, and external stakeholders.
- Valid driver's license, clean driving record, and daily access to a reliable vehicle.
- Proficient in Microsoft Office; demonstrated ability to work with Microsoft word and excel documents specifically.
- Ability to report to the office or in the community, five days a week.

Opportunity Builders, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

ACKNOWLEDGEMENT OF RECEIPT

I have read and understand the contents of this job description. I understand that I am expected to adhere to all OBI policies and procedures while employed.