



## **DIRECTOR OF BUSINESS DEVELOPMENT JOB DESCRIPTION**

### **POSITION**

Director of Business Development

### **REPORTS TO**

Vice President of Operations

### **OBJECTIVES**

The Director of Business Development will be responsible for the overall leadership of business expansion efforts for the Greater Saskatoon Chamber of Commerce.

The Director of Business Development is a leader in the business community that enjoys building collaborative relationships, engaging the community, and identifying key issues that will support business growth in our community. This individual is an innovator who is energetic and passionate about making Saskatoon thrive.

### **RESPONSIBILITIES**

- Sell, sell, sell! The focus of this position is to sell the Chamber brand as the business association to belong to in Saskatoon.
- Be a lead generating machine, keeping the sales funnel full while converting leads to sales of new memberships, Business Voice magazine ads, website banner ads, and boardroom meeting space.
- Lead the charge in member engagement by connecting with new members on a regular basis and hosting the new members table at Chamber events.
- Positive "Can Do" attitude
- Be a team player; leverage the resources of the administrative team to increase capacity to focus on lead generation and conversion.
- Listen to the members, stakeholders, and the community and create a weekly summary of what is happening in order to better serve the membership.
- Keep the membership informed of issues that may affect their business

- Build and maintain strong relationships with key Affinity partners in order to leverage their networks for new lead generation and sharing of referrals.
- Contribute to a healthy, positive culture relating to internal staff, committees, volunteers and the overall Chamber membership.
- Establish annual plan for achieving business visit target goals identified and ensure timely entry of visit intelligence into the Contact Relationship Management (CRM) system for other Chamber personnel to access
- Ensure the Chamber is represented at appropriate civic, cultural, charitable, business, and community activities that impact the Chamber's strategic plan or mandate
- Build and maintain strong relationships with key stakeholders and partners that benefit the strategic plan; include all levels of government, partnered associations, and the business community
- Contribute to the overall strategic direction and future of the organization as a member of the leadership team.

## **SKILLS & COMPETENCIES**

- Coachable and Teachable
- Excellent Communications Skills; written, verbal, and presentation
- Ability to build, cultivate, and nurture relationships
- Highly organized, able to prioritize and manage a variety of projects simultaneously
- Willingness to learn and able to retain information
- Conflict resolution and problem solving skills
- Conversational Interview techniques
- Strong business acumen along with direct experience working in a business setting or similar
- Time management skills

## **QUALIFICATIONS**

### Education and Experience

- Minimum of five years of demonstrated success in direct selling and market development, including B2B and B2C
- Minimum five years business experience, entrepreneurial/self-employment experience an asset
- A Bachelor's Degree in Business or related field an asset
- Minimum of five years experience working with in the Saskatoon and region business community

- Ability to work independently and exercise professionalism in a nonprofit environment
- High degree of self-motivation and the ability to self-manage time and priorities
- A cooperative attitude in a supportive work environment
- High standards of personal conduct and integrity

### **ADDITIONAL INFORMATION**

Applications will be accepted until February 28, 2020.

Compensation for this position is 100% commission with no base salary. The package is structured for unlimited earning potential, well into six digits for the right person. The successful candidate will have freedom to conduct their activities at their discretion. Compensation package also includes downtown parking, Group Benefits, professional development opportunities and vacation pay.

The Greater Saskatoon Chamber of Commerce is the largest business association in Saskatchewan, poised for ongoing growth, and we want you to be a part of it!

#### Personality Attributes

Leader; personable; diplomatic; professional; confident; listener; innovative; collaborative; empowered; humility; motivated

#### Values

Respect; trustworthy; honesty; accountability; transparency; integrity.

### **ABOUT THE CHAMBER**

The Greater Saskatoon Chamber of Commerce has been providing value to their members and promoting growth in Saskatoon since 1903. The Greater Saskatoon Chamber of Commerce continues to be a powerful and effective advocate for both small and large businesses on key issues while following their mission to Build the Best Business Climate in Canada.

[www.saskatoonchamber.com](http://www.saskatoonchamber.com)

[hr@saskatoonchamber.com](mailto:hr@saskatoonchamber.com)

306.664.0702