

## **Job Description: Business Development Coordinator (Part time)**

The Business Development Coordinator is responsible for driving lead generation and expanding our sponsorships. This position will initiate contact with prospects, generate leads and sponsorships, maintain relationships with existing members and address their needs, and complete a range of administrative duties.

The Business Development Coordinator will also support the Executive Director and the Marketing Strategy Officer in the development, implementation and management of the marketing and public relations plans and collaborates closely with an art director to ensure that IABCN branding, and messages are consistent. This position is also responsible for supporting the Executive Director in the maintenance of IABCN's website and social media accounts for IABCN.

To excel in this role, you will enjoy working in a fast-paced team environment, have excellent people skills and be comfortable pitching and presenting to potential sponsors, members, and C-Suite executives regularly. This position requires a self-starter, independent contributor, and creative strategist.

This is a part-time position with flexible hours. The ideal candidate will work on average 20 hours/week; however, be willing and able to work additional hours during peak calendar months (throughout the year) and around major events.

### **Reporting Relationship**

This position reports to the Executive Director, while working closely with the entire Executive Committee and Board of Directors.

### **Job Duties & Responsibilities**

- Creating and implementing sponsorship strategies and identifying new companies to approach as new members and/or sponsors
- Creating presentations and pitches for prospective members and sponsors
- Working with the Executive Director to establish and maintain effective and meaningful relationships with members via email, phone, and in-person
- Coordinating and arranging member and sponsor meetings under the direction of the Executive Director, Executive Committee and Board Members.
- Working with the Executive Director to create and distribute member/sponsor surveys
- Maintaining and expanding member and sponsor databases and mailing lists
- Tracking submitted sponsorship proposals and providing feedback to Executive Director, Executive Committee, Membership Committee and Events Committee
- Supporting the Executive Director in
  - Coordinating and delivering email campaigns
  - Maintaining IABCN website
  - Coordinating and executing Irish Chamber events

Submit resumes/CVs to [abarry@iabcn.org](mailto:abarry@iabcn.org). Questions? Call/text 215.772.3101