

# **JOB DESCRIPTION**

**BUSINESS DEVELOPMENT REPRESENTATIVE**

**EXEMPT**

**REMOTE**

**DECEMBER 2021**

**\$40,000 – 50,000 base salary + commissions**

## **POSITION DESCRIPTION**

The Data Incubator, a Pragmatic Institute company, trains and places data professionals into careers with our network of hiring partners across the US. Our Fellowship programs are intensive bootcamps designed to elevate the skills of our Fellows to prepare them to work in as data scientists and engineers. The Business Development Executive will be responsible for sourcing and signing up new, qualified hiring partners. This person will identify potential partners, find the relevant contact(s) at each company, and manage our sales pipeline.

## **ESSENTIAL DUTIES/RESPONSIBILITIES**

- Acquire new partners; sell The Data Incubator's hiring resources to hiring managers, recruiters, HR, and other key stakeholders at potential partner companies
- Manage the prospective partnership through all stages, from initial outreach to contract signed
- Define and implement a B2B lead generation and prospecting strategy from scratch
- Conduct new business meetings (via phone/Zoom) to learn about potential partner's hiring needs and educate them on The Data Incubator's talent network and hiring resources
- Anticipate questions presented by prospective customers. Share any necessary information during the decision-making process and overcome potential objections
- Achieve monthly and quarterly KPI targets including: new partner calls, contracts signed, & new business gained
- Manage and maintain a deep pipeline of potential customers
- Ensure that all hand-offs to relationship managers are smooth and exceed customer expectations
- Contribute in weekly meetings with meaningful insights; sharing what's working and not in your current efforts. Proactively identify potential roadblocks and challenges

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization, including executive and C-level
- Ability to work independently but with a strong appreciation for building a sense of team and working together to improve everyone's results
- Ability to multi-task and maintain quality work
- Strong attention to detail and documentation
- Strong organizational skills

## **EDUCATION AND EXPERIENCE**

- Minimum 3 years experience in a B2B sales role with a proven track record of success
- Bachelor's degree or commensurate experience preferred
- Experience in B2B sales environment, particularly within the technology/software industry
- Experience using CRM systems

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

## **WORK ENVIRONMENT**

This job operates in a professional office environment. The role routinely uses standard office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, squat, bend and walk; use hands to finger, handle or feel; and reach with hands and arms.

## **POSITION TYPE/EXPECTED HOURS OF WORK**

Some flexibility in hours allowed, but the employee must be available during “core” work hours of 9:00 am to 5:00 pm Monday through Friday. Occasional after-hours networking events and lectures.

## **TRAVEL**

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected (less than 25%).

## **CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the job holder. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. The Company reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.