



Job Description: Manager, Business Development

Reports to: Manager, Business Development

Overview: This role supports the Business Development department by focusing on new revenue streams from segmented prospects in industry, sports verticals, strategic CAF regions with a defined income goal. This role also supports signature events sponsorship, global partner activation and key partner event beneficiaries all to grow revenue to support CAF's mission to provide opportunities and support to people with physical challenges, so they can pursue active lifestyles through physical fitness and competitive athletics.

Essential Job Functions and Accountabilities

New Business Development

- Responsible for new Business Development revenue in these focus areas:
 - Pro Sports Teams, Athletes, Foundations and Agencies,
 - Move To Include Business Network,
 - Key Strategic Regions including SoCal, NorCal, Northeast and Idaho.
- Includes strategy, prospecting and CRM tracking, oversight of message, proposals, and pitch materials, solicitating, negotiating terms and agreements, deliverables planning and execution.
- Responsible for timely reporting and recaps with metrics and reach, content share for social media and other communications to keep third parties connected and appreciated.
- Reporting and strategic recommendations to CAF leadership team on findings across the core new business segments.
- Lead internal collaborations and project management to make teams and contributions meaningful and successful.
- Lead growth in strategic regions with partnership, partner fundraising events, developing, and supporting CAF Board members and key stakeholder relationships.
- Meet or exceed revenue budget by fiscal year for new revenue streams.
- Support Sr. Director of Business Development on pitching new global partnerships and/or partners above \$25,000 per year including proposals, content, and activation to help deliver more in value than we receive in payment

Existing Portfolio Business Development

- Oversight of message, sponsor decks, negotiating custom terms and custom activation and agreements, deliverables planning and execution
- Solicitations of sponsorships for CAF Signature Events to help meet revenue or exceed budget by fiscal year.
- Oversight of tracking and benefit fulfillment and post event follow up for CAF signature events.
- Lead internal collaborations and project management to make teams and contributions meaningful and successful.
- Responsible for key partner event beneficiaries to include strategy, planning of unique ways to deliver value and oversight/execution.
- Responsible for shopping/retail partnerships to include strategy, planning of unique ways to deliver value and oversight/execution.
- Meet or exceed revenue budget by fiscal year for partner event beneficiaries.
- Assist with strategy, budget, and operational plans for Business Development.

Job Description: Associate Director, Business Development

- Drive Business Development internal operations including prospecting tools, database/system integration, partner communications, process improvements, and special projects
- Attends and speaks at key events and meetings that support shared company goals as a professional spokesperson for CAF.
- Represents CAF at events as required.
- Keep updated on business trends, sports verticals, and business networks to keep current and share interesting and relevant content to leadership and other team members.
- Be open for special projects as defined by CAF Board and leadership team.
- Help supervise and mentor team members and interns.

Skills and Abilities:

- Be a team player to include a respectful and positive attitude, honest work ethic and ability to support the overall goals of CAF, all staff and CAF Board of Directors.
- Always act as a professional representative of CAF both internally to all staff, volunteers, and Board Members and externally to outside donors, corporate partners, fundraisers, suppliers, volunteers, and all third-party constituents that you interact with.
- Must be able to work in multi-task environment with ability to prioritize and handle multiple tasks concurrently with responsible follow-through. Ability to be flexible and ability to manage unexpected circumstances or changes.
- To be conscience and detail oriented internally and externally about all work, e-mail correspondence, communications, correspondence, direct mail, and any piece of work that has the CAF name associated to it. This includes thoughtful presentation of the message, correct use of spelling and grammar, no slang, profanity, or questionable content.
- To work efficiently and meet deadlines or when that is not possible, to effectively communicate prior to missing deadlines why they need to be extended and to set new target dates for completion.
- Must travel and work some weekends and attend relevant events, activations, program offerings and other as agreed upon.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Own transportation required.
- Commit to professional growth and business networking to keep current and active in the community with trends, competitors and constituents that are in the CAF marketplace.
- Must adhere to all office policies and procedures as listed in the Employee Handbook.

Qualifications:

- A Bachelor's degree is required along with minimum five years of relevant work experience.
- Existing network of companies and relationships that are open to working towards purpose is preferable.
- Must possess excellent communication and presentation skills with a proficiency in business writing.
- Adept, confident and proven in multi-tasking, entrepreneurial non-profit or business environment.
- High level of proficiency with MS Word, MS Excel, MS Power Point, Keynote Outlook, Salesforce database, CRM and other software programs/technology needed to perform job functions.

Compensation

All applicants are required to provide their 1. salary requirements when submitting a 2. cover letter and 3. resume to HR@challengedathletes.org.

CAF offers a competitive compensation package, commensurate with experience. Offer of employment is contingent upon successful background check.

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Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>

CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.