

Singota Solutions

JD054

Job title: Business Development Manager
Department: Business Development
Location: Bloomington, IN
Position Type: Full-time, 40 hours/week, exempt

General Description:

1. Purpose- Identify and develop business leads and opportunities that will result in revenue for Singota Solutions
2. Activities and Responsibilities
 - a. Develop and maintain current and thorough understanding of company capabilities, service offerings, current projects, and strategic goals
 - b. Identify business leads, make contacts, establish working relationships by making client contacts, identify client needs and gaps.
 - c. Present company capabilities to prospective and existing clients using authorized and standard company information and marketing tools.
 - d. Utilize consistent company sales and marketing messaging and Business Development processes to align with company's main service offerings
 - e. Fully utilize company processes (e.g.: CRM System (currently Pipedrive), Business Opportunity Forms, CDA's, Project Plan templates, costing tools, MSA's and Quality Agreement) as required in the path to securing client purchase orders
 - f. Write project plans, budgetary estimates, and proposals as required.
 - g. Ensures that proposals are complete, on time, accurate and fit within company guidelines, and capabilities.
 - h. Partner with project management to ensure smooth transition for clients and their projects
 - i. Continuously track efficiency and results of lead identification methods and tools, track BORF results, and routinely report on performance.
 - j. Receive and provide thorough and regular communication with all stakeholders using emails, conversations, and attendance at company meetings and functions including Project Kick-offs, early project meetings, Demand and Capacity Planning meetings, Sales and Marketing Meetings, and others.
 - k. Provide regular communications and written reporting on performance to Supervisor
 - l. Collaborate with Management in expansion of service offerings, new messaging techniques, offering customer inputs and/or other market intelligence data
 - m. Develop and execute personal goals contributing to creation and execution of departmental goals that align with corporate strategy
 - n. Engage in marketing tasks to develop specific plans, tools, messaging strategy and content in order to establish meaningful leads and contacts, leading to increased business
3. General
 - a. Demonstrate highly ethical and professional standards with all business contacts in alignment with Singota Solution's corporate culture
 - b. Spend sufficient personal time on Singota Solutions premises interacting with various personnel to develop and maintain effective working relationships, gain understanding of company operational status, and exchange important information with staff
 - c. Embrace and exhibit a positive and team approach to work
 - d. Comply with quality and safety management systems including requirements for documentation, training, system use, SOPs, processes and procedures
 - e. General support required of a company where employees can be asked to perform multiple tasks both inside and outside their department to meet the needs of the business

Characteristics required include:

1. Proven record in selling and building customer relationships and networks
2. Excellent communication and negotiation skills – oral and written
3. Trustworthiness and personal integrity – able to maintain a high degree of confidentiality
4. Self-starter willing to take initiative
5. Positive attitude and good judgment; respected by peers and clients
6. Excellent time management and organizational skills
7. Ability to travel to client sites, conferences, and trade shows a minimum of 2weeks per month.
8. Ability to spend at least two days per month on site at Singota Solutions

Work Experience, Skills & Educational Requirements:

1. 3 or more years pharmaceutical and/or life sciences industry experience preferred
2. 3 years sales, business development or Client Services experience required
3. Proficiency in MS Office products & CRM systems
4. Minimum of BS in business, management or applicable scientific field; MBA or similar advanced degree preferred

Singota Solutions is an Equal Opportunity Employer