

## BUSINESS DEVELOPMENT MANAGER

### JOB SUMMARY

Develop and implement business development strategies by maintain relationships and executing contracts with current Fibrebond customers and researching and developing new customers to ensure the continued growth in the industries Fibrebond serves. Must be able to work well with a team, including members of Fibrebond's technical sales, project management, engineering and production teams to ensure unsurpassed customer service from each project's design through delivery to site.

### RESPONSIBILITIES

- Establishes and seeks to attain goals.
- Effectively identify, qualify, and pursue customers within targeted sectors.
- Create and maintain strong working relationships with current and prospective customers.
- Secures opportunities to respond to proposals on projects and follows-up on proposals to obtain contracts.
- Provides input and recommendations to Director of Business Development for improving business development and marketing efforts.
- Coordinates the development of accurate proposals with technical sales team.
- Capable of negotiating MSA's and contracts with potential clients.
- Follows-up on inquiries from prospective customers.
- Attends and participates in trade shows, meetings and seminars.
- Maintains electronic customer account records and an on-going log of all customer contact in Customer Relationship Management system.
- Promotes and endorses Fibrebond solutions and services in a positive and professional manner.
- Projects a high level of teamwork and professionalism.
- Works effectively with project management, engineering, and manufacturing personnel to meet the needs of customer while project in production.
- Prepares forecasting reports.
- Keeps Director of Business Development informed of changes in the market.
- Submits travel expenses, automobile expenses, and monthly expense reports in accordance with company policy.
- Provides feedback and information concerning quality issues to the production and operations teams.

### REQUIREMENTS

- Bachelor's Degree or equivalent education or experience.
- Seven to 10 years of Business Development experience.
- Willingness to travel – 70%
- Must possess a current driver's license and satisfactory DMV record.
- Ability to maintain highly confidential nature of pricing figures.
- Must possess basic computer skills.
- Must be organized and possess an ability to handle multiple projects.
- Excellent interpersonal and communication skills.
- Must possess a high degree of motivation and self-direction.
- Position requires long periods of sitting while traveling. May also require long periods of standing while working trade shows, etc.