



Business Development Manager

Location: Vancouver, British Columbia
Title: Business Development Manager

Cycling British Columbia is the governing body for cycling in British Columbia. Our growing organization plans to change the way cycling is viewed in this Province.

Our organization is changing, and we are looking at better ways to offer real value to our members. We are building better events, and creating better reasons for people to be members, while focusing on developing our youth and high performance riders along with sustainable clubs with good coaching.

We are also developing a new vision, strategy, and business plan for the organization.

Cycling British Columbia is currently seeking an enthusiastic individual with excellent people and team management skills, as well as a broad range of knowledge and experience in business development in order to increase the breadth of our cycling workforce. This is a new and senior position for our organization.

Business Development Manager Job Purpose: The Business Development Manager will be responsible for improving the organization's market position while leading our efforts to grow our financial resources in a stable and sustainable manner. Specifically, this will involve:

- Participation in the Senior Management team in preparing strategic and financial plans;
- Overseeing the implementation of a strategic approach to fundraising, which may include major gifts, corporate donations, grant solicitation, in-kind resources and funding-specific requests for proposals; and,
- Ensuring alignment with affiliated organizations/members.

This person is expected to show vision and leadership in defining long-term strategic goals, building key customer relationships, identifying business opportunities, negotiating and closing business transactions and maintaining extensive knowledge of current market conditions. To achieve this, the successful applicant must find potential new customers, convert them into clients, and continue to successfully grow the business. The Business Development Manager will also help manage existing clients and ensure they are satisfied and positive supporters of the organization. This person is expected to be a key contributor to the organization.

Business Development Manager Job Duties:

- To support the development and delivery of the Cycling British Columbia strategic objectives.
- Report directly to the Executive Director of Cycling BC.
- Develop the organization's Business Development strategy with stakeholder and committee input, and implement this strategy to increase and stabilize revenues to support the strategic direction of the organization.
- To prospect for new clients by networking, cold calling, advertising or other means of generating interest from potential clients.
- To develop a rapport with new and existing clients, set targets for fundraising and provide support that will continually improve the relationship.
- Participate in the preparation and management of the business development budget.
- Manage the existing fundraising database, foster strong relationships with donors and sponsors for the long term, and respect the privacy and confidentiality of donor and member information.
- Locates or proposes potential business opportunities by contacting potential partners and identifying and exploring opportunities.
- Identifies trendsetter ideas by researching similar national and international organizations' strategies, industry trends, publications, and announcements; as well as tracking all forms of individual contributors and their accomplishments.
- Research prospective funders and initiate sponsorship contracts and/or grant proposals that meet with overall business development strategy
- Prepare complex funding proposals and grant applications to corporations, foundations, government, external associations and community partners
- Update donor information, follow up on NSTF donations and donor acknowledgement
- Update sponsor information, follow up on outstanding sponsorship invoices, sponsor acknowledgement and sponsorship advertising
- Develop a comprehensive communication plan to promote the organization to its members and donors and maximize public awareness of the activities of the organization including, but not limited to e-newsletter, direct mail, and marketing campaigns
- Coordinate the design, printing and distribution of marketing and communication materials for development efforts
- Plan fundraising events and coordinate execution with events coordinator
- Engage volunteers for special fund development projects using established volunteer management practices
- Foster an understanding of philanthropy within the organization
- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

Education

- The Business development management position requires a bachelor's degree and 2-5 years of sales or marketing experience. An MBA is an asset, but not required.

Other Skills and Qualifications

- The successful candidate will have strong skills in the following areas: a self starter with networking and prospecting skills, public speaking, research, writing, and negotiating skills, good business sense, pays attention to customer needs and challenges, a high energy level, professionalism, a positive attitude, and a team player. The individual should also be very familiar with Microsoft Office.

Compensation

- Compensation will be commensurate with the successful candidate's abilities and experience and will be competitive with leading private sector business expectations. The Business Development Manager will also be eligible for a meaningful annual bonus based on achievement of agreed upon performance metrics.
- To be determined if the post will be a contract position or permanent position

Application Process

- Individuals interested in applying for this position should forward their cover letter and full resume to the attention of:

Richard Wooles
Executive Director of Cycling BC
201-210 West Broadway
Vancouver BC V5Y 3W2

Deadline: December 5th, 2013

Interviews Held: December 16th – 20th, 2013

Start Date: January or February of 2014, depending on candidate's availability