

## **Director, Business Development**

Location: Flexible

Type of Vacancy: Full Time

### **SUMMARY OF ROLE:**

EdFuel is seeking a motivated, mission-driven individual who is passionate about establishing and nurturing relationships with schools, districts, and education nonprofits across the country to address their talent needs. The Director, Business Development will be responsible for understanding the core talent management challenges of potential and existing EdFuel partners and mapping those needs to our services. The Director, Business Development is a pivotal part of EdFuel's growth and ability to efficiently understand and respond to inquiries from potential partners.

### **SUMMARY OF ORGANIZATION:**

EdFuel is a national talent management non-profit. Our mission is to support schools, districts, networks, and nonprofits in recruiting and retaining a diverse and highly qualified staff by building equitable and inclusive talent systems. We believe that these systems create the conditions necessary for staff and therefore, students to thrive. We do this by supporting organizations to implement talent systems including, but not limited to: competency mapping, recruitment, hiring, onboarding, professional development, performance evaluation, and compensation and benefits.

EdFuel is a growing nonprofit with a nimble, collaborative team. We pride ourselves in our ability to adapt to our partners' needs and provide affordable, actionable solutions to their most pressing talent challenges. As an employee at EdFuel you can expect flexibility, a high level of ownership and autonomy in your work, a team-wide commitment to sustainability, and the opportunity to work with smart, values-driven people in an environment where everyone seeks to make each other better. EdFuel has an office in Washington, DC and remote staff across the country.

### **ROLE AND RESPONSIBILITIES**

#### *New Business Development*

- Collaborate with Managing Partner and broader EdFuel team to identify prospective partners and cultivate relationships
- Meet with potential new partners (Heads of School, Executive Directors, Chief Talent Officers, etc.) to discuss their strategic challenges and opportunities, share best practice solutions, and effectively present the vision of EdFuel's approach
- Secure new partnerships with schools, districts, and education nonprofits in line with the organization's overall revenue targets
- Attend conferences and events to represent EdFuel and share information about EdFuel's approach and service offerings

#### *Proposals and Contracts*

- Write partner proposals and manage the lifecycle of pricing, edits, and conversion
- Collaborate with the finance and operations team to ensure client contracts and pricing are accurate, comprehensive, and mitigate risk for EdFuel
- Draft and monitor contract amendments so that they are timely and meet the needs of existing partners

#### *Marketing and Insights*

- Provide insights from partner development meetings to inform future research initiatives and new product development inquiries
- Maintain up to date knowledge on sector needs and service providers

- Oversee and facilitate strategy and messaging across several marketing channels including the EdFuel website, blog, and social media platforms

#### *New Business Systems*

- Collaborate with the Partner overseeing talent to refine and manage EdFuel's catalog of services based on market demand and EdFuel's theory of change
- Evolve existing processes and tools used to facilitate business development relationships, monitoring, and client conversions
- Maintain pipeline tracking system and partner with Director, Finance and Operations to foster integration across business development, finance, contracts, and staffing systems

#### **QUALIFICATIONS**

- At least four years of experience in sales, business development, or relationship management
- Experience selling consultative, information-based, management, education, or talent services, preferably in the K-12 sector
- Ability to build rapport and credibility quickly with an executive-level audience
- Ability to indirectly manage teammates around utilizing systems and sharing information to facilitate new business processes
- Demonstrated ability to listen and diagnose a problem and map a solution in the moment
- Ability to manage laterally and vertically to achieve goals
- Dedication to accuracy and attention to detail
- Proven ability to take initiative and work in a fast-paced, start-up environment with ongoing change
- Ability to manage multiple workstreams at a time with a spirit of flexibility and a positive outlook
- Excellent oral and written communication skills
- Ability to work across remote teams
- Shared commitment to EdFuel's organizational values, as described below
- Passion for education reform and equity for all students
- Prior experience with marketing, grant writing, contract writing, and/or fundraising preferred, not required

#### **EDFUEL CORE VALUES**

- ❖ **Talent as a catalyst for change:** *Effective change starts with the leaders of an organization.*
- ❖ **Diversity, Equity, Inclusion, and Anti-Racism:** *Effective organizations reflect diversity in every respect; they use an equity lens to examine practices, policies, and organizational systems to ensure that all groups benefit.*
- ❖ **Relentless pursuit of excellence:** *The bar for quality is high because that is what students and partners deserve.*
- ❖ **Growth mindset:** *Continuous learning and growth is an essential component of leading effective change.*
- ❖ **Collaboration:** *Collective effort makes it possible to accomplish more than what is possible alone.*
- ❖ **Sustainability:** *People make their organizations better when they take time to enrich their lives both inside and outside of work.*

#### **COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT POLICY**

At EdFuel, we believe that diversity makes us stronger and challenges us to think differently every day. EdFuel is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

## OUR HIRING PROCESS

Our hiring process consists of the following steps:

1. Application form and document submission
2. Phone interview
3. Managing Partner interview and mock discovery call
4. Team interview
5. Reference check

## BENEFITS AND SALARY

The salary range for this position is \$94,000 to \$111,000, and a comprehensive benefits package is included, with the opportunity for an annual sales-based bonus. In alignment with our core values, and to counter pay inequality and uphold internal parity, salaries are non-negotiable for new and current employees.

In addition, a comprehensive benefits package is included, which includes:

- Paid Federal and four additional EdFuel holidays
- Medical, dental, and vision coverage
- Unlimited vacation days and 15 days of sick leave
- 401(k) plan options with eligibility for 3% match
- Eligibility for EdFuel-paid benefits such as parental leave, short-term disability, accidental death and dismemberment insurance, and life insurance

## TO APPLY

To apply for this position, please fill out [the application form here](#). A submitted form is required to be considered for this position. We will continue to accept applications through Monday, January 9.

In the application form, note that you will be asked to submit your **resume** and respond to the following prompt:

- Describe how you see business development intersect with organizational values.

If you have any questions, please reach out to [jobs@edfuel.org](mailto:jobs@edfuel.org).

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