PACIFIC NORTHWEST DEFENSE COALITION

Job Announcement

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| **P****osition Title:**  **Reports To:**  **Salary:**  **Benefits:**  **Location:** | Business Development Officer  PNDC President & CEO  Base Salary (depending on experience) plus Commissions and Performance Bonus  $6,000 per year to purchase insurance plus 3% employer matching contribution to retirement plan  Flexible within the Puget Sound region | | |
| **P****osition Status:** | Exempt | **Date Revised:** | 8/15/2018 |
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| **Position Summary:**  This is a unique opportunity for the right person to play a key leadership role in a fast-growing business association. The Pacific Northwest Defense Coalition (PNDC) is the association for Pacific Northwest defense and security industry businesses. PNDC strengthens our members' business growth, our region's economy, and our nation's security through training, one-on-one counseling, business-to-business networking, marketing, and advocacy. Membership includes innovative companies in Oregon and Washington State supporting defense and security needs in aerospace, unmanned systems, advanced manufacturing, tactical equipment, information technology, maritime defense, homeland security, and more.    PNDC is seeking a Business Development Officer to drive customer relationships and grow our membership in the Puget Sound region. The ideal candidate will have strong communications and interpersonal skills, be a “hunter”, and enjoy working in a fast-paced environment. The representative will develop new client relationships and be a driven advocate for PNDC’s services in the industry. This position is the face of PNDC to new members and an advocate for our members internally at PNDC. The successful candidate will have the ability to work collaboratively with PNDC members, staff, and strategic partners. | | | |
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| **Job Responsibilities/Essential Functions:**   * Identify, develop, and recruit potential new PNDC member businesses in the Puget Sound, including marketing, personal visits, and recommending other follow-up by other staff, board, and committee members * Regularly communicate with, visit, identify needs of, and facilitate effective services to current PNDC member businesses in the Puget Sound * Assist Puget Sound defense/security businesses in successfully expanding and growing * Effectively coordinate with other PNDC staff to ensure effective outreach and member services. Work in close partnership with PNDC Program & Events Director and the Puget Sound Event Coordinator to ensure successful PNDC networking, training, and advocacy events in the Puget Sound * Complete research and regular membership service and recruitment reports * Develop and maintain cooperative relationships with local, state, and federal government agencies, other associations, and local military commands * Complete other duties or projects as may be assigned by President & CEO | | | |
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| **Supervision Responsibilities:**   * + None | | | |
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| **Experience, Skills, Knowledge, Abilities, or Education Required:**   * Strong track record of business-to-business sales at a corporate level * Strong prospecting ability - able to develop appropriate leads, develop effective outreach strategies, and close deals * Bachelor’s Degree in Business Administration, Communication, Marketing, or related field * Previous job experience required for this position includes a minimum of five (5) years of business development experience in sales, operations or marketing positions * Proven ability to work independently * Proven ability to communicate effectively – orally, in writing, and through public presentations – with people of diverse ages and backgrounds, in groups and individually * Proven ability to positively solve problems and effectively work as part of a team * Understand business and economic concepts plus business acuity - follows current trends and industry leaders * Proficient in Microsoft applications, general computer functions and online research * Ideal candidate will possess manufacturing work experience or familiarity * Ideal candidate will possess government procurement experience or familiarity, especially with defense, security, and aerospace contractors * Military veterans encouraged to apply | | | |
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| **Work Conditions and Physical/Schedule Requirements:**   * Periodic after hours work and frequent Northwest (mostly Puget Sound) travel required * Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate effectively in person and over the telephone |

**INSTRUCTIONS FOR RESPONSE:**

Qualified candidates should submit a cover letter and current resume to: [**jobs@pndc.us**](mailto:jobs@pndc.us)