



Job Description & Specifications

JOB TITLE: Business Development Manager
EXEMPT: No
REPORTS TO: Chief Operating Officer

SUMMARY: Voice of San Diego seeks an experienced business development professional to expand our relationships and base of support in the business community. This role is responsible for identifying potential sponsors, cultivating and maintaining relationships, creating and presenting sponsorship proposals, and closing deals. The successful candidate will be purpose-driven, outgoing, organized, collaborative and entrepreneurial. This role must raise more than \$225,000 in 2019.

Launched in 2005, Voice of San Diego was the first digital nonprofit news organization to serve a local community. Its founders, longtime columnist and editor Neil Morgan and entrepreneur Buzz Woolley, felt the region desperately needed more reporting and journalistic competition. VOSD made a name nationally with hard-hitting investigative reports and by creating a new business model for supporting that kind of journalism that hundreds of others have borrowed from across the country. It's based on civic engagement and opportunities for San Diego residents to discuss and debate the issues that impact their quality of life.

The Voice of San Diego team is passionate about making San Diego a better place for all our residents and visitors. As a 501(c)(3) nonprofit organization, we are fully funded by individual members, major charitable gifts, foundations and community partnerships.

Please submit your cover letter and resume to VOSD_HR@voiceofsandiego.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage Voice of San Diego's corporate and community sponsorship program by maintaining its current partners and adding new partners to our portfolio.
 - Identify new revenue sources
 - Craft creative sponsorship proposals for VOSD offerings
 - Become an expert in VOSD's current sponsor offerings – web, newsletter, podcast, events, social media, and special projects
 - Create new products
- Forge relationships with the San Diego business community and with other non-profit organizations, universities, and city agencies to advance sponsorship in the region.
- Lead and execute the entire lifecycle of sponsorship – identification, qualification, scheduling meetings, preparing proposals, negotiating, closing, and ensuring the fulfillment of benefits.
- Stay current on industry trends. Implement new ways of engaging with our sponsors (topic tags, ad placement on site and newsletters, advertorial display options)
- Use past success and relationships to introduce Voice of San Diego directly to sponsors

- Manage a large pipeline of sales prospects to ensure opportunities are closed and implemented successfully
- Represent Voice of San Diego at events and networking functions

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements following this paragraph are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- 5+ years of sales/business development experience
- Proven success and a history of over-achievement and top team performance
- Excellent verbal and written communication skills; the ability to effectively communicate the message of Voice of San Diego and make a compelling case for sponsorship
- Ability to work independently, self-starter, disciplined
- Ability to prospect and create your own opportunities
- Consultative, solution selling style with a focus on relationship building
- Must be able to multi-task and prioritize effectively in a fast-paced environment
- Comfortable in a small, intense and high-growth startup/entrepreneurial environment
- Strong professional network throughout the San Diego region
- Energy, enthusiasm and the ability to work under pressure to meet deadlines and demanding targets
- Self-starter with strong project management skills
- Ability to adapt to change and competing priorities

LANGUAGE SKILLS: Ability to read and interpret all forms of news (print newspapers, online publications, magazines, etc.), general business periodicals, professional journals, technical procedures, or governmental regulations. Advanced writing, editing and communication skills; must write clearly and concisely; be accurate and unbiased. Ability to effectively present information and respond to questions from groups or individuals required. Must be able to communicate with individuals who have differing educational backgrounds and cultural norms.

COMPUTER SKILLS: Microsoft Office, including Word, Excel, and Powerpoint are essential. Salesforce and Mailchimp experience are a plus. Typing ability on a computer is essential.

MATHEMATICAL SKILLS: Basic mathematical skills such as the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk or hear. The employee is frequently required to use hands to type on a computer keyboard as well as finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; bend, lift and climb stairs while carrying supplies or equipment. The employee is occasionally required to taste and/or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee frequently sits for long periods of time at a desk in an office. The employee may be required to stand for over an hour and observe meetings, people and events. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.