

Business Development Director

Atlas Travel & Technology Group

FLSA Status: Exempt

This position reports to: Vice President, Business Development & Program Management

Overview: The business development director works to improve an organization's market position and achieve financial growth. This person builds key customer relationships, identifies business opportunities, negotiates and closes business deals and maintains extensive knowledge of current market conditions.

Responsibilities and Duties:

- Primary focus on mid-market accounts in the \$1M-\$10M range
- Utilizes and adheres to sales process as outlined by Sales Management
- Prospect by conducting cold calls, qualifying leads and working with Lead Generation team
- Independently develop new customer relationships
- Communicate new product developments to prospective clients
- Develops creative and cost effective plans to meet clients' objectives.
- Meet agreeable sales targets with measurable accuracy
- Maintain detailed records and files documenting sales efforts and correspondence within Salesforce.
- Meets all required deadlines on reports and special projects as assigned by senior management.
- Enhances marketing efforts through creatively lending assistance to team members.
- Projects a favorable image of Atlas Travel at all times.
- Assumes and performs other duties and responsibilities not specifically outlined herein, but which are logically and properly inherent to the position.
- Must be able to travel 30% of the time or more

Skills/Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Bachelor's degree
- Three to ten years of experience
- Industry knowledge
- Proven revenue generation, and sales strategy planning & development experience.
- Self-motivation
- Outstanding ability to sell

- Strong writing and presentation skills
- Strategic thinking and planning
- Salesforce and Microsoft Office experience

Education and/or Experience:

- Bachelor's degree preferred
- 7+ years of Travel Industry experience

PC Skills:

[General working knowledge of the following: Internet searching, MS Office (e.g. MS Word, Excel, Power point), MS Outlook, CRM tool (Salesforce).]

Language Skills:

Ability, to communicate in standard business English both written and spoken. Ability to read and comprehend simple instructions, correspondence and memos. Ability to effectively present information in one-on-one, small group situations to customer, clients and other employees of the organization.

Physical and Mental Demands:

The requirements described here 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.

- Requires an adequate range of body motion and mobility to enable the individual to perform the essential functions of the job.
- Requires ability to remain in a stationary position for prolonged periods of time throughout the workday.
- Requires ability to move about to access file cabinets, office equipment, etc.
- Requires ability to operate a computer, telecommunication's devices and other office equipment for prolonged periods of time throughout the work day.
- Requires ability to express or exchange ideas by means of the spoken word. Talking is important for those activities in which the employee must impart oral information to other employees, clients and customers, in person or via telephone, and in those activities in which they must convey detailed or important spoken instructions and information to others accurately, clearly and quickly.
- Requires the ability to perceive the nature of sounds. Hearing is important for those activities that require ability to receive detailed information through oral communication, in person or via telephone, and to make fine discriminations in sound.
- Requires clarity of near vision. This factor is important when special and or minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self and others.
- Requires ability to work other shifts and weekends and in excess of 40 hours/week, as necessary.
- Requires the ability to work and cooperate with other employees and clients at all levels and from diverse backgrounds to exchange ideas, information and opinions to facilitate the task at hand.

Travel *(for positions requiring travel):*

- Requires ability to travel by car, plane and train for prolonged periods of time domestically and internationally and to move and transport personal luggage.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The normal work environment is a typical office environment.