



Job Title: Regional Business Development Manager
Department: Corporate Services
Job Reports To: Director of Corporate Services

FLSA Status: Exempt
Classification:
Supervises: None

Job Summary:

This position reports to the Vice President of Channel Services and works in close collaboration with APICS District leadership and Chapter leadership. The District Business Development Manager (DBDM) will manage a multi-state territory in the southeast United States (North Carolina, South Carolina, Georgia, Florida, Kentucky, Tennessee, Alabama, Mississippi, Puerto Rico, Southeast Virginia, New Orleans and the Evansville area of Southern Indiana). The DBDM is responsible for all business development activities in the region. This includes: development of a sales plan and regular interaction with corporate clients and collaboration with local APICS Chapters across the region to identify and develop corporate leads. Candidates will be asked to demonstrate consultative sales skills to promote/sell APICS products & services. The DBDM will manage the entire sales cycle, including: generating leads, understanding client needs, presenting APICS solutions, working with APICS staff and Chapters to fulfill training engagements and developing ongoing business relationships. The DBDM will be expected to promote and grow APICS membership and to share information with corporate clients about Chapter courses. This individual has significant revenue-generation responsibilities and will be required to meet minimum sales goals annually. The DBDM will report regional pipeline activity on a weekly basis and will assist as need in forecasting activities.

Qualifications Required:

- Bachelor's degree (BA, BS, or BBA) in Marketing, or an equivalent.
- Must possess a minimum of three years of related sales experience and a proven track record in consultative selling.

Qualifications Desired:

- Knowledge of APICS' products and services a plus.
- Proven Account Management skills required in order to create, maintain and enhance customer relationships.
- Masters Degree Preferred.
- Computer savvy, proficient with Word, Excel, Outlook and PowerPoint.
- Excellent written, verbal, negotiation and presentation skills (able to create and deliver presentations from senior management down to first line employees).
- Excellent business analytical skills.
- Ability to analyze e-commerce results turning data into information. Proactive, well organized self starter with strong project management skills.
- Manage multiple tasks and aggressive deadlines while working in fun, fast-paced environment.
- 2 to 5 years' experience working on complex projects in a lead or subject matter expert role.
- Ability to travel up to 50%
- Strong customer service work ethic.
- Strong time management and organizational skills.
- The ability to manage projects independently and work well with others.
- Ability to maintain strict confidentiality.

Essential Functions and Responsibilities:

- Manage territory of existing APICS Chapter clients for those Chapters that participate in the program.
- Significant revenue responsibility related to B2B sales on behalf of APICS Chapters.
- Consistently meet and surpass client expectations.
- Strong focus on customer satisfaction and increasing overall revenues.
- Assist clients with implementing/maintaining Enterprise Membership
- Promote Chapter membership and participation
- Assist other team members with executing training and certification engagements
- Account Managers will likely have an opportunity to work on new leads as their skills develop
- May be asked to attend APICS conferences or meetings to represent Corporate Services and District Chapters
- Participate in ad hoc projects as needed.

Success factors/ job competencies:

- **Reasoning Ability**- Incumbent must be able to apply common sense understanding to supply or to carry out instructions furnished in written, oral and diagram form, and be able to deal with problems involving several variables in standardized and non-standard situations.
- **Technology Skills**.- Must be proficient in the Microsoft suite of products (Word, PowerPoint, Excel, Outlook, etc). May be required to learn database applications in order to write/generate reports using SQL applications like Crystal. Ability to use normal office equipment such as phones, copiers, scanners, VOIP applications, etc is expected.
- **Management** – ability to organize and manage multiple priorities.
- Commitment to company values
- Problem analysis and problem resolution at both strategic and functional levels.

Working Conditions:

The special characteristics of the work environment described here are representative of those that must be faced by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Due to the dynamic nature of relationships among projects, volunteers, and staff, the high visibility of this client management position, the timelines/deadlines associated with training/certification engagements and shifting client needs, the work environment can be stressful.