

**722 Apex Road, Suite A**

**Sarasota, FL 34240**

**JOB DESCRIPTION**

**BUSINESS DEVELOPMENT DIRECTOR**

**Mission Statement: *To Improve the quality of life of people with Parkinson’s and their caregivers.***

**Position Summary:** The Business Development Director is an integral part of the Neuro Challenge Foundation for Parkinson’s dynamic team of professionals. Reporting to the CEO, the BDD is responsible for the planning and execution of Neuro Challenge’s earned income events/businesses including but not limited to: the Parkinson’s Expo and the newly created Margin and Mission Ignition (MMI) business. Developing income producing corporate partnerships is a significantly important part of the job.

**Qualifications:** Requires excellent interpersonal and problem-solving skills and sales experience; ability to multi-task in a fast-paced environment; excellent organizational and communication skills; time management and prioritization skills; proficiency in Microsoft databases including Excel and Word. Experience in a non-profit organization, managing volunteers, consultants, and staff, and working in a health care setting is highly desirable.

**DUTIES AND RESPONSIBILITIES:**

* Event/Project Management
	+ Serves as the lead staff member to plan and execute all aspects of the Parkinson’s Expo.
	+ Work with staff to secure their assistance for event support as needed.
	+ Recruit and train volunteers to assist with event planning and execution.
	+ Oversee all aspects of the Margin and Mission Business including but not limited to: content selection and creation; product creation; delivery platforms; and manage consultants that perform many of these roles.
* Income Generation
	+ Plays the lead role in the retainment of current sponsors and the development and securing of new event sponsors for the Parkinson’s Expo.
	+ Manage and oversee all income producing aspects of the Margin and Mission Business.
	+ Work closely with marketing and communications manager to determine appropriate marketing and advertising channels online and in print.
	+ Assists in the creation and monitoring of income goals and event budgets.
	+ Achieve income goals for the Parkinson’s Expo and MMI business.
* Volunteer, Consultant and Staff Management
	+ Recruits, trains, and manages event volunteers.
	+ Appropriately recognizes and thanks volunteers.
	+ Motivates and leads volunteers to achieve organizational and event goals.
	+ Oversee and direct consultants who assist with Expo and MMI
	+ Will eventually hire and manage Margin and Mission support staff.
* Board of Directors
	+ Work with Board Members as needed to achieve event related goals.
* Communications
	+ Responsible for communicating with past, current and prospective sponsors regarding all aspects of the events.
	+ Communicates with staff regarding the status of events and support needed prior to and the day of the event.
	+ Work with the Office Manager to ensure the NCF website, e-news and information documents are current and accurate.
	+ Represent NCF at community events as needed.
* Sponsor and Client Stewardship
	+ Maintains relationships with sponsors who support NCF events.
* Must abide by NCF and AFP codes of conduct
* Ensure compliance with all agency policies and procedures regarding confidentiality
* Other activities as assigned.

**SKILLS AND QUALIFICATIONS:**

* Dependability
* Advanced business acumen skills
* Able to develop synergistic solutions
* Highly organized
* Exceptional prioritization and time management skills
* Detail-oriented
* Ability to work within a team and independently
* Excellent written and verbal communication
* Proficiency in Microsoft Office Skills
* Bachelors level degree or higher
* Self-motivated go-getter

**TRAINING REQUIREMENTS:**

* Participate in opportunities to learn about Parkinson’s disease
* All NCF mandatory trainings

**ACCOUNTABILITY:** Supervised by the CEO

**COMPENSATION:** Salary range is $55,000 - $65,000

**CLASSIFICATION:** This position is classified as full time, exempt. Mostly 9-5 Monday through Friday. However, weekend and evening work is required. The BDD currently does not supervise employees but that will change as the MMI business grows.

Every incidental duty connected with the Business Development Director position cannot be specified in the

job description and the BDD, at the discretion of CEO, may be required to perform duties that

are not included in this job description.