



## Business Development Representative Job Description

### **About Bravanti**

A global leader in executive coaching, leadership acceleration, and outplacement/career transition, Bravanti helps people and organizations discover and ignite their own potential to change futures for the better. We are inspired every day by our clients' courage to lead through uncertainty. Our approach fortifies their capabilities and leadership skills, helping them embrace change, lead strategically, and achieve growth breakthroughs.

Headquartered in Chicago, Bravanti has 1,000 consultants in 30 European, Asian, North African, North, and South American countries. With Bravanti, igniting a bold future for yourself is within your power.

### **Why Bravanti?**

We believe that every client is unique, and we bring the same philosophy to our employees. We recognize that every professional is an individual, with unique talents, interests, and areas for growth.

*Inclusivity:* We bring every team member's mind, skills, and experiences to bear in developing and implementing creative, successful solutions for our clients. No voice is insignificant.

*Collaboration:* The power of teamwork is everywhere you look at Bravanti. We avoid the silo approach and work across teams, across offices, and across oceans to deliver for our clients.

*Balance:* We offer the variety, excitement, learning, and challenges that come with consulting, without the "road warrior" lifestyle.

*Growth:* As part of the Bravanti team, you will have incredible opportunities to learn, grow, take on new challenges, learn new skills, and develop and implement creative solutions.

*Relationships:* Our goal in every assignment is to earn the trust of our clients through extraordinary service, expertise, and results. This is how we build lasting relationships that have a positive impact on our clients and our careers.

### **Our Values**

*Passion:* A hunger and drive to do great work always

*Kindness and Respect:* Unequivocal qualities we demand of ourselves and deliver to our clients

*Excellence:* Extraordinary client experiences and results that make a difference

*Trust:* Loyalty and reliability that fuel lasting relationships

## **Job Description:**

Reporting to Vice President of Business Development the Business Development Representative is responsible for prospecting and cultivating new sales opportunities as well as assisting the management of a portfolio of existing clients.

Our ideal candidate will have a passion for helping others and a drive to provide exceptional services. Applicants should also be comfortable conversing with individuals of all backgrounds while creating long-term, trusting relationships with our clients. The Business Development Representative must have the ability to manage spreadsheets and organizational software and analyze sales history while thinking critically and creatively.

In addition, this position is accountable for partnering with the appropriate internal resources to ensure Bravanti's new services and products are communicated and marketed externally. This position is designed to be a stepping stone for career growth as success is achieved.

## Responsibilities

### *New Sales Cultivation:*

- Assist Vice President of Business Development in building and nurturing strong client relationships
- Secure appointments to move prospect clients through a sales cycle using multiple solicitation strategies (phone calls, email campaigns, in-person meetings etc.)
- Track and analyze all outreach in Salesforce and our marketing platforms
- Support efforts in client proposal development (pitches, proposals, etc.)
- Proactively and creatively market new offerings to prospective clients
- Collect and analyze data concerning client/candidate behavior to understand changing needs
- Stay abreast of industry trends and relevant news alerts

### *Account Oversight:*

- Quickly communicate with clients in all matters relating to client concerns and needs
- Assist in the creation, maintenance, and execution of account development plans to ensure good customer health, mitigate churn risk, and maximize all incremental revenue opportunities
- Coordinate with internal departments to fulfill client requests and all operational/marketing needs
- Collaborate with Marketing team to ensure communication is appropriate, consistent, and productive
- Create and maintain schedule of consistent outreach detailing industry trends and Bravanti news/updates



## Skills & Preferred Qualifications

- 2 years experience in Sales development, account management
- Good presentation skills and confidence in speaking to individuals of all backgrounds
- Excellent written and verbal communication skills
- Demonstrated ability to translate data into practical insights and recommendations
- Ability to work both independently and in a team environment
- Quick thinking, adaptable attitude
- Confident and outgoing demeanor with experience building long-lasting relationships
- Excellent time management and organizational skills
- Ability to multitask and juggle several responsibilities simultaneously

## Requirements

- Undergraduate degree or advanced degree
- Must be Chicago-based
- Previous experience in sales, customer service, and/or account management
- Demonstrated ability to use Microsoft Office products (Excel, Powerpoint, etc.)
- Proficiency with common client success and relationship management software (Salesforce, ZoomInfo, etc.)
- Proficiency in social media, specifically LinkedIn
- Ability to travel as needed
- Resume and LinkedIn profile required for consideration

## Compensation

Market competitive base + potential yearly performance-based bonus

Significant Health Benefits

401 (K)

## How to Apply

If interested in applying, send your resume to [info@bravanti.com](mailto:info@bravanti.com), subject line: "Business Development Representative opening"