



Job Description

Job Title: Director of Corporate Services	Reports To: President/CEO
FLSA Status: Exempt	Date Revised: Nov. 2017

General Purpose: This position is responsible for new business development, providing ongoing understanding of key corporate practices and insights (e.g., critical business needs “pain points”) to continually identify future value-added solutions that mutually benefit the member, MBE, and the CVMSDC.

Primary Duties & Responsibilities

1. Ensure a robust pipeline of qualified prospective members exist, lead the deployment of CVMSDC cross- functional resources to close the highest-priority member opportunities via leading a matrix management approach
2. Expand Revenue by identifying new business opportunities with existing members while simultaneously delivering enhanced value across a broader solution set
3. The Director of Corporate Development Services (DCDS) will cultivate and oversee new opportunities within existing members
4. Identify, secure, and expand strategic, profitable long-term national and local corporate engagements
5. Ensure a robust pipeline of qualified prospective members exist, lead the deployment of CVMSDC cross- functional resources to close the highest-priority member opportunities via leading a matrix management approach
6. Maintain efficient procedure for tracking pending matters and activities while in progress to assure effective follow-up.
 - a. Resolve routine and complex inquiries; Manage and supervise an administrative assistant and/or a student intern as required.
7. Perseverance - targets and achieves results, sets challenging goals, prioritizes tasks, overcomes obstacles, accepts accountability, sets team standards and responsibilities, provides leadership/motivation
8. Works closely with the Director of Operations on any financial matters
9. Consistently displays respectful behaviors aligned with the values of the organization.

The above role is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their manager.

Qualifications:

- Bachelor of Arts or Bachelor of Science (B.A. or B.S.) degree or Master's Degree in management, business, operations or related fields from an accredited four-year college or university
- Experienced in Solution Selling, Corporate Relations, B2B Enterprise Prospecting, Corporate Membership, Resource Development, and Higher Education Fundraising
- Have five (5) years' experience in ethnic-minority business development, multicultural marketing, corporate giving or equivalent.
- Have at least five (5) or more years' experience in Supply Chain Management, Procurement and Supplier Diversity

Competencies/Abilities

- Strong relationship management and interpersonal skills (high EQ)
- Influencing (proven ability to persuade others towards an idea or goal)
- Negotiation skills (proven ability to seek and close the right deals)
- Complex problem-solving (create options, then converge)
- Innovative and creative thinking (need fresh thinking)
- Tackles problems, takes independent action, seeks out new responsibilities, acts on opportunities, generates, new ideas, and practices self-development
- Must possess excellent internal and external collaboration skills
- Must possess computer, mathematical, analytical and reasoning skills
- Must have strong verbal and written communication skills
- Successful candidate must have knowledge of Microsoft Word; Microsoft Excel, Microsoft Project, Microsoft Access, Microsoft PowerPoint, Internet Explorer, MBYSIS and Open System dbase.
- Be a team player – Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leaders to meet goals, and welcomes newcomers and promotes a team atmosphere.

Certification/Licenses

Drivers License – Must meet insurance underwriting requirements

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Publisher) and Internet Explorer.

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 noise level in the work environment is usually moderate. Environment is professional and respectful at all times.

Physical Demands:

The physical demands 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.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee is rarely required to stoop, kneel, crouch, or crawl.