



Forward Momentum Chicago

Dancing toward the future

Job Title: Business Development Manager

Reports to: Executive Director

Founded October 3, 2013, Forward Momentum Chicago, NFP (FMC) is a 501(c)3 not-for-profit organization that provides high quality dance education programs for youth and adults in communities with limited arts access. We do this by offering programming in three areas of focus: school programming, studio classes, and scholarship dance programs throughout the city of Chicago. Forward Momentum Chicago has a budget of approximately \$650,000 through earned and contributed revenue. For more information, please visit www.forwardmomentumchicago.org.

Position Summary

Reporting to the Executive Director, the Business Development Manager is the sales ambassador for FMC collaborating with the Executive Director on several key responsibilities in sales, strategy, brand development and will focus on client acquisition opportunities for FMC. The Business Development Manager will work at FMC's headquarters at 1530 S. State Street when they are not traveling to meet with schools and community organizations throughout the Chicagoland area.

Responsibilities

- Increase FMC's revenue base by meeting or exceeding weekly and monthly client meeting quotas as well as annual revenue target. The first year revenue target will be \$150,000 in new program sales.
- Demonstrate a deep understanding of and consistent best practice in driving prospective client activities through the various commercial stages.
- Build and maintain critical client relationships by leading proactive, strategic outreach campaigns and schedule/lead regular client check-in meetings.
- Develop proactive brand awareness campaigns (emails, mail merges, and community events) to reach new and existing clients, students, and partners to FMC.
- Lead the prospecting and cold-calling efforts and consistently track those efforts. In addition, provide weekly progress updates to FMC Executive Director and team.
- Lead or co-lead with FMC Executive Director closing calls/meetings and renewal calls/meetings.
- Articulate FMC's value proposition to prospects and potential partners and clearly explain program offerings' impact on clients.
- Lead or support FMC Executive Director in all post-client meeting follow up requests to accelerate revenue generation and build credibility with future clients.
- Identify, advise, and partner with FMC Executive Director on potential new offerings that drive profitable growth based on thorough market research and market feedback via regular interactions with key stakeholders at prospective client organizations.
- Effectively and professionally communicate with FMC colleagues and external contacts, both orally and in written communications.

- Develop and maintain a business development pipeline that can be documented and shared with FMC Executive Director and team.
- Other duties as assigned.

Preferred Experience

- The ideal candidate will have 1-3 years of experience working with a firm that engages clients through conceptual solutions; direct experience in B2B consultative sales or account management a plus.
- Ability to meet or exceed quotas.
- Keen interest and/or past experience in working with the education sector (e.g. Chicago Public School system), a service-based business to the education sector, or a mission-based organization.
- Bachelor's degree or equivalent experience.
- Excels at organizing and documenting client activities in lieu of a CRM.
- Proficiency with Microsoft Office.
- Strong oral and written communication skills.
- Must be able to self-direct and take the initiative yet not opposed to being coached.
- Maintain and display a service-oriented mindset when engaging with prospective and current clients.
- Maintaining high standards and attention to detail while working in the midst of a high-volume and fast-paced environment is critical.
- A strong desire to make an impact in the community and on students.