Business Development Manager

Reports to: Executive Director

CHORUS (http://www.chorusaccess.org) has an immediate need for a **Business Development Manager** to join our start-up team.

Job Description

We need a **Business Development Manager** to develop and implement our development strategy. Job duties include driving membership; grant writing, relationship building and engaging members and sponsors in organizational activities. The Business Development Manager reports to the Executive Director and interacts with the volunteer Communications Working Group. We work in a virtual environment – US Eastern time zone preferred. This will initially be a contract / consultancy position of 9 – 12 months, 30 to 40 hours/week, with the prospect of developing into a permanent, full-time position. Flexible working hours/options will be considered. Some travel required.

Responsibilities:

(These are representative assignments and are not intended to be all inclusive.)

- Create and implement annual business development plan
- Lead and manage the organization's overall business development
- Cultivate and nurture relationships with current and potential corporate and foundation sponsors, and individual donors
- Develop and manage fundraising
- Write grant proposals and reports to corporate, foundation, and government funders

Minimum Qualifications:

- Bachelor's degree
- 3-5 years of experience in business development
- Proven track record of achieving revenue targets and/or quota
- Demonstrated ability to create and implement strategic development plan
- Demonstrated ability to prospect, cultivate, and manage a membership organization
- Strong partnership building skills
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Experience in private and federal grant writing a plus
- Thorough understanding of all components of a diversified funding base
- Good computer skills and knowledge of database programs

How to apply:

Is this you? If so, please send your resume and cover letter to info@chorusaccess.org by July 31, 2014

Do you know someone who is the right fit? Please contact us to learn more!

Who is CHORUS?

CHORUS (Clearinghouse for the Open Research of the United States) is a not-for-profit public-private partnership to increase public access to peer-reviewed publications that report on federally funded research. CHORUS builds on publishers' existing infrastructure to enhance public access to research literature, avoiding duplication of effort, minimizing cost to the government and ensuring the continued availability of the research literature. CHORUS utilizes current and developing tools, resources and protocols for discoverability, search, archiving and preservation (such as CrossRef, FundRef and ORCID), ensuring continued innovation in the delivery of scholarly communication.