



VACANCY NOTIFICATION

BUSINESS DEVELOPER

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square Campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City Campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center; in 2012 for the North Hudson Campus Project; and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

The College is currently searching for a full-time **Business Developer** to serve on our team. Reporting to the Director of Continuing Education and Workforce Development, the Business Developer is primarily responsible for identifying potential clients in target markets and collaborates with key staff in client companies. The Business Developer will generate new training contracts and establish business advisory boards. The Business Developer will provide excellent customer service, maintain up-to-date client and vendor contact information and ensure that premier training programs are created and delivered. Research and develop marketing for the needs of the division, collaborate with various internal and external teams to ensure high quality products and remain current on industry and business trends, products and news.

POSITION RESPONSIBILITIES

- Understand business sectors in Hudson County and employer needs; able to translate into educational services
- Develop plan to provide value-added training to businesses
- Identify potential clients in the target market and complete appropriate research on the prospective client's business needs
- Identify key staff in client companies and cultivate relationships
- Develop productive client relationships while maintaining existing client base
- Partner with CEWD colleagues to create contract-winning proposals for current and prospective clients
- Resolve customer complaints quickly and effectively
- Identify opportunities for upselling and new product development
- Promote high-quality sales, supply and customer service processes
- Aim to preserve customers and renew contracts
- Approach potential customers towards sales
- Gain solid knowledge of competitors
- Collaborate with design and production teams to ensure contracted product specifications are executed on-time and as agreed
- Become a subject matter expert on our business products, processes and operations, and remain up-to-date on industry news
- Other duties as assigned by the CEWD Director.

POSITION REQUIREMENTS / QUALIFICATIONS:

- Bachelor's degree required in Business or related field
- 3-5 years' experience in business development and/or sales
- Knowledge of customer relationship management (CRM) practices
- Experience with developing customized training programs
- Experience working in a college environment
- Problem-solving attitude
- Aptitude for fostering positive relationships
- Teamwork and leadership skills
- Customer-oriented mindset
- Expertise with Microsoft Office applications (Word and intermediate Excel).
- Excellent analytical and problem-solving skills.
- Detail-oriented.
- Highly motivated and a self-starter.
- Excellent written and verbal communication skills.
- Excellent organizational skills, with proficiency in multi-tasking several projects simultaneously.
- Ability to interact effectively with various HCCC departments and to represent the College with external agencies.
- Knowledge of Hudson County agencies and business

To Apply: Send letter of application with references, resume, and salary requirements via email to:
cmirasol@hccc.edu

For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER