

BUSINESS DEVELOPMENT COORDINATOR

Plateau Land & Wildlife

Job Description

Organization: Plateau Land & Wildlife

Job Title: Business Development Coordinator

Job Description: The Business Development Coordinator is responsible for the promotion of Plateau services and products and the assurance of continued growth, development and profitability in their market area using diverse marketing and sales strategies appropriate to our market segments. The Business Development Coordinator (BDC) reports to the Director of Sales & Marketing in the Dripping Springs, TX office.

Qualifications:

- High personal integrity to uphold the good reputation of Plateau
- Four year college degree with 2+ years outside sales experience
- Knowledge and experience in the outdoors and wildlife (some college work in biology preferred)
- Creative, energetic and willing to do what is necessary to complete the job
- Thorough knowledge of business English, spelling and grammar
- Good communication and public speaking skills
- Proficient in MS Word, Excel and Outlook Express and contact management software
- Good typing skills
- Ability to work and plan independently as well as to be a team player
- Ability to generate leads and follow them through in a timely fashion
- Punctual, dependable and efficient
- Possesses and maintains dependable personal transportation
- Willing to travel and work some evenings and infrequent weekends
- Ability to make presentations to large groups
- High speed (cable) internet available in home office. DSL, Dial-up and Satellite will not suffice.

Responsibilities:

- Learn the Plateau Mission, Vision and Values. Learn Plateau methods and standards for providing service. Learn about Plateau branding and incorporate all of this knowledge into daily practice
- Work in a collegial and supportive manner with all Plateau staff to increase sales and provide the best experience for Plateau's clients
- Use telephone and email to market and sell products and services
- Follow up marketing collaterals sent to clients and prospects for the purpose of selling services and products
- Contact realtors by email, phone and in person to market Plateau services and solicit their referrals
- Present training to realtors on wildlife management tax valuation

- Present seminars to rural landowners to describe and market Plateau services and products.
- Follow up with seminar attendees to sell Plateau services and products
- Contact staff and board members of the central appraisal districts to promote Plateau
- Provide account management to clients
- Work closely with Plateau biologists to support their sales efforts with information and guidance in sales techniques
- Promptly enter and update prospect and client information in Plateau's contact database
- Complete and submit reports to the Director of Sales & Marketing as directed
- Other duties as assigned

Compensation: Base salary plus incentive compensation on sales, plus annual profit sharing (based on personal performance, seniority, teamwork and overall Plateau performance) & health insurance benefits available

Contact

Information: Please email resume to jobs@plateauwildlife.com.