

### **Job Description**

We are looking for a full-time ***Business Development Manager*** for Melink Corporation's Intelli-Hood business unit with experience in the Healthcare, Higher Education and/or Corporate Campuses industry to help take our company to the next level. Specific contacts within the Facility, Engineering and/or Sustainability job functions is highly desirable. As a small-medium sized business in the emerging energy efficiency and renewable energy space, our goal is to grow sales 30% per year and become a national leader. The ideal candidate will be able to help grow new business and inspire the sales team. This position will report to the Director of Sales, Intelli-Hood.

### **Essential Duties and Responsibilities:**

- Develop and implement the short and long terms plans necessary to achieve the top line sales target growth rates and profitability for the assigned vertical market.
- Prepare and deliver sales proposals and supporting energy savings analysis to prospective customers in a consistent and professional manor.
- Develop an annual sales plan, forecast and budget for assigned vertical markets and provide timely updates, revisions and modifications as necessary.
- Create and maintain prospective / existing client records in Salesforce.com
- Work with architects, engineers and consultants on proper specification and project applications of Melink products and services, key focus on Intelli-Hood<sup>®</sup>
- Monitor new construction specifications, respond to RFP/RFQ's and track progress to purchase order delivery.
- Work with the marketing team in specifying the key factors in identifying target prospects in assigned verticals and positioning the products and services correctly in the assigned markets.
- Attend major trade shows, seminars, events, etc. to promote Melink products and services.
- Monitor competitor activities and other technology developments within the assigned market as necessary to recommend an effective long-term growth strategy.
- Become an ambassador for Melink products and services within the industry and serve as an effective customer advocate to enhance the customer's experience and impressions. Join industry trade groups, associations, and obtain positions of influence to further leverage Melink offerings.
- Any other job duties as assigned.
- Up to 30-50% travel required.

### **Qualifications:**

- Bachelor's degree (BA) from a four-year college or university; four+ years related experience and; or equivalent combination of education and experience. MBA a plus.
- Experience in selling financial benefits of energy efficiency projects.
- Technical Sales experience within the Healthcare, Higher Education and/or Corporate Campuses industry preferred or a minimum of 5+ years of technical sales experienced.
- Be commercially orientated and well versed in negotiations, business development as well as bid/proposal creation to include all materials and services to be performed.
- Ability to write reports, business correspondence, and procedure manuals.

### **Qualifications (Continued)**

- Ability to review and interpret construction documentation and design prints for the off-take of pertinent information.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have superior customer service skills (i.e., excellent written and verbal communication skills, high emotional intelligence, positive attitude, and a service leadership philosophy). Proven problem-solving record desired.
- Able to demonstrate a high level of integrity, and a penchant for high quality.
- Must possess a strong work ethic and a high level of self-accountability.
- Proficient with MS Excel, MS PowerPoint, and MS Word.
- Experience with Salesforce.com a plus.
- Experience with ERP (SAP) systems desired.

### **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.

While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee must frequently lift and/or move up to 10 pounds. The travel required for this position is 30-50%.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following Melink Core Competencies:

- **Extreme Ownership** - Takes personal responsibility for outcomes and perseveres in the face resistance or setbacks. Pursues everything with energy and drive.
- **Subject Matter Expertise** - Excels at his/her professional function, regularly demonstrating and sharing depth of knowledge and skills. Is a quick study.
- **Clear & Candid Communication** - Ensures that information is passed on to others who should be kept informed; has the courage to say what needs to be said.
- **Building Collaborative Relationships**- Cultivates trusting, respectful, professional relationships with colleagues and customers over time.
- **Planning & Problem-Solving** - Takes the steps necessary to deliver high quality results, on time and on budget.
- **Continuous Improvement** - Constantly seeks ways to improve the internal and external customer experience by delivering better, faster or less expensive products and services.