

JOB TITLE: Business Development Specialist

DEPARTMENT: Department of Programs

REPORTS TO: Vice President for Global & Domestic Programs

FLSA STATUS: Exempt

PURPOSE OF POSITION

The Business Development Specialist (BDS) supports the program operations of the Sacramento Minority Business Development Agency (MBDA) Business Center. The MBDA Business Center is operated by the California Asian Chamber of Commerce (CalAsian) and is located in Sacramento, CA. The Business Center works closely with other federal and state programs operated by CalAsian to assist minority and disadvantaged businesses in accessing new markets, grow in size and maintain competitiveness. Technical assistance and resources provided by the Center include enabling MBEs to access financial capital, state, and federal contracts and subcontracts, and business development opportunities.

The Business Development Specialist is responsible for providing program and project management support to the Project Director in achieving the goals of the Sacramento MBDA Business Center (MBDA-BC).

KEY RESPONSIBILITIES

Client Engagement, Prospecting, and Networking (40%)

- Find, qualify, and recruit new clients by participating in meetings, events, trade, and networking activities to discover new clients
- Follow up with prospective client leads to introduce MBDA-BC services and opportunities
- Onboard new clients to Sacramento MBDA Business Center, including but not limited to intake and orientation to MBDA-BC services and resources
- Provide customized technical assistance and business consulting services to MBDA-BC clients; provide referrals to other relevant state and federal centers as needed
- Communicate opportunities for contracts, training events, tradeshow, and business development opportunities to existing and prospective clients
- Develop and manage all client accounts using MBDA CRM system and reporting tools

Monitoring, Reporting, Documentation, and Compliance (30%)

- Develop and distribute project updates and reports to MBDA-BC clients and partners
- Enter and track all business opportunities and transactions into MBDA CRM
- Develop project progress updates and reports for distribution to internal MBDA and CAPCC teams in addition to external stakeholders as needed
- Collect transactions and service fees from MBDA-BC clients and partners as relates to service provided

Planning & Organization (15%)

- Support the planning and coordination of MBDA-BC meetings, webinars, workshops, and project activities

- In coordination with the Project Development Officer(s), assist with the development of marketing materials for outreach and promotion of MBDA-BC activities and events

General & Administrative (15%)

- Communicate MBDA's mission and project goals to internal and external stakeholders
- Support the development and management of content for MBDA-BC website and social media platforms
- Attend weekly internal MBDA team meetings and CAPCC meetings as assigned
- Provide input and support for updates and reports to CAPCC and MBDA leadership
- Executes assignments as directed by Project Director

While this job description is intended to be an accurate reflection of the duties involved in this position, CAPCC reserves the right to add, remove, or alter duties as necessary

REQUIRED SKILLS AND QUALIFICATIONS

Education

University degree in international business and/or international relations preferred

Knowledge & Skills

- Strong understanding of business development and administration, trade, commerce, and small businesses
- Outstanding attention to detail and results oriented
- Advanced analytical and reporting skills
- Excellent organization skills with experience in data analysis and market research
- Flexible, creative, and able to work under pressure and meet tight deadlines
- Excellent interpersonal and customer service skills
- Ability to communicate with senior leaders and small business community members

Experience

- A minimum of 3 years of work-related experience in a program providing technical assistance and/or consulting in international finance, trade or business economic development sector
- Strong project management experience with attention to detail
- Proficiency in Windows based software and willingness to learn MBDA CRM software.

The Sacramento and California Asian Pacific Chamber(s) of Commerce are the largest ethnic chambers in California serving the Sacramento region, and the State of California's 600,000 API owned businesses. Both chambers are focused on providing consulting and technical assistance services for both domestic and international minority owned business clients to help them start, grow and expand into California Next Economy and compete effectively both domestically and globally.

APPLICATION PROCESS:

Position open until filled. Submit CV with cover letter by email to bmelecio@calasiancc.org.