**Business Development Associate**

**Major Duties and Responsibilities**

**Catalyst Learning Company (CLC)** provides education and career development solutions to healthcare organizations across the US. These programs upskill frontline healthcare employees, from entry-level individuals to first-level supervisory nurses, giving them the tools necessary to grow professionally and personally. CLC’s products make a real impact on adult learners’ confidence, behavioral skills, and upward career mobility. Read what our customers have to say about our work on our [blog](https://catalystlearning.com/blog/).

CLC is seeking an individual with the drive and desire to begin a successful sales career.  We will consider both a first-time job seeker and those with sales experience. Position requires superior communications skills, both on the phone and via email.  Action-orientation and strong attention to detail are vital.

The Business Development Associate works closely with our CEO. Our sales process involves exploring customer and prospective customer pain points, talking about what CLC has to offer, and determining if there is a fit. The position is ideal for someone who enjoys being part of a small and mighty team, appreciates the impact of education, and wants to make a difference in people’s lives. There is regular daily interaction with colleagues working in Marketing and Client Relations roles and with prospective customers.

**Responsibilities and Typical Activities**

* Follow-up on leads from several channels, e.g. web, tradeshows.
* Schedule and conduct needs assessments discussion via virtual meetings.
* Qualify leads with discussion, understanding of healthcare environment and CLC products.
* Write and present proposals. Close business.
* Develop voicemail scripts and Emails and other needed communications pieces
* Document all information to SalesForce database; track progress and challenges
* Be a creative thought partner with Marketing, Exec Asst and CEO to support campaigns and sales funnel building; e.g. creative, communications, and analytical activities
* Using data and lessons learned, make suggestions for process improvement.

**Requirements:**

* Excellent communication and customer service skills, including strong listening ability.
* Energetic, positive-minded and passionate about selling. Resilient.
* Likes being part of a team, working closely with others to generate ideas and solve problems
* Knowledge: Strong computer skills. Able to learn quickly and maximize CLC technology tools: Outlook, Salesforce, Sharpspring, Smart Sheets
* Organizational and time management and skills.