



## Business Development Manager

We are –

True Synergy, Inc., a boutique professional and organizational development consulting company, based in Los Angeles, CA specializing in corporate culture change and behavioral transformation for high-growth companies. Learn more about us at [www.truesynergyinc.com](http://www.truesynergyinc.com).

You are –

A resourceful, innovative, self-motivated business development professional who has a passion for getting new business. You have an entrepreneurial mindset and can thrive in a small, but growing, fast-paced external consulting environment. Next to the founder and CEO, you will be the first point of contact a new potential client will have with our company provides.

Duties include:

- Contacting potential clients to establish rapport and arrange meetings
- Planning and overseeing new marketing initiatives
- Researching organizations and individuals to find new opportunities
- Track leads, create a lead list
- Increasing the value of current customers while attracting new ones
- Attending conferences, meetings, and industry events.
- Developing quotes and proposals for potential clients
- Responding to government RFPs
- Developing goals and strategies for business growth and ensuring they are met

Qualifications:

- Bachelor's degree in business, marketing, communication, or related field
- Experience in sales or marketing required
- Experience with small business development a plus
- Strong communication skills
- Ability to multi-task and manage complex projects
- Excellent organizational skills
- Strategic
- Self-motivated, tenacious, proactive, trustworthy, and can handle uncertainty
- Proficient in Word, Excel, Outlook, and PowerPoint
- Comfortable using a variety of programs and apps to complete tasks

Please send your resume and cover letter to: [info@truesynergyinc.com](mailto:info@truesynergyinc.com).