

YOUR LOGO
HERE

Company Name

Job Title:	Head of Business Development	Responsible To:	
Department/Group:		Job Category:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	Once you have edited your job description, you can post the job on _____.		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (____) ____ - ____ or email: _____ Subject Line: Attention: Human Resources Department		Mail: Hiring Manager: _____ Dept/Company: _____ Address: _____ _____	
Job Description			
Key Responsibilities & Accountabilities of Head of Business Development <ul style="list-style-type: none"> • Contribute to the development and refinement of Company's vision and strategy • Support the overall process of management and corporate decision-making to ensure the organization maximizes its short, medium and long-term profitability and shareholder returns • Research and write discussion papers, analysis documents and proposals as needed to assist the organization in determining and meeting its long and short term goals • Liaise with other executive heads on the implementation of the company's strategic and operational plans • Develop, review and report on the business development division's strategy, ensuring the strategic objectives are well understood and executed by the team 			
Management of the Overall Business Development Function Including: <ul style="list-style-type: none"> • Impact the profitability of the company through ensuring strategic and tactical management decisions and new business development results • Marketing • Competitor and market analysis • Develop and lead the Business Development team in sourcing, managing and implementing new business opportunities • Ensure efficient and effective marketing, advertising and promotional planning through the Marketing department • Present a budget for board approval and prudently manage resources within those budgetary guidelines according to company policy and within ethical corporate governance guidelines • Maintain and develop organizational culture, values and reputation in its markets and with all staff, customers, suppliers, partners and regulatory/official bodies 			

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Head of Business Development Job Description

People Management

- Build and lead an effective and cohesive management team
- Self-development and continuing personal development

Basic Areas of Knowledge & Skills

- Good project and time management skills
- Knowledge of business and management principles
- Strong analytical skills
- Organizational skills
- Leadership skills
- Ability to work collaboratively

III/Compensation & Benefits

Net Salary: _____ USD/Month

Email: _____

NOTE: To post your job on [www._____](#), copy this description and click here [www._____](#). You can log in to an existing account or provide your e-mail address if you are a new user.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	