



Title: Assistant Vice President - Business Development

Part Time/Full Time/Per Diem Status: Full Time

Position Objective:

Identifies and develops strategic relationships with partners or potential customers. Works closely with the Executive Vice President to develop a strong pipeline of new customers and projects that align with the organizations mission and core strengths. Works with the CEO, EVP of Crisis and Behavioral Health Technology, Program Directors, and IT to research, secure and implement new business.

Reports to: Executive Vice President of Crisis and Behavioral Health Technology

Major duties and responsibilities:

- Perform research on the feasibility of new business ideas.
- Explore strategic partnerships and perform due diligence.
- Formulate new business proposals in conjunction with team members and various functional groups
- Develop budgets and pricing.
- Develop project plans, define roles and responsibilities and the scope of work for each project
- Communicate to internal groups the status of prospective projects(e.g., clear details, critical timeframes, and expectations)
- Collaborate with the Operations and Finance to evaluate project performance and to recommend refinements and improvements of all components of proposals
- Track and report on the status of all new business prospects
- Establish and maintain on-going client relationships with the various parties to anticipate and resolve potential problems
- Represent the organization at external meetings and conferences
- Perform other duties as assigned

Qualifications:

- Master's Degree in business, public administration, or public health with 5 + years project management experience or business development in behavioral health, public health or social services
- Proposal writing experience
- Ability to influence and persuade to achieve desired outcomes
- Strong analytical, problem solving, and negotiation skills
- Excellent oral and written communication skills
- Excellent organizational, planning, and prioritization skills
- Excellent interpersonal and collaboration skills
- Experience with budgeting processes
- Initiative
- Familiarity with behavioral health and health care landscape

How to Apply:

Interested applicants should submit resume and cover letter to Nikki Hoang at NHoang@mhaofnyc.org. **Please put "AVP Business Development" in the subject line of your email.** All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, sexual orientation, national origin, sex, age, disability or marital status.