



**Title:** Business Development Manager

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

**Position Objective:**

Identifies and helps to develop strategic relationships with partners or potential customers. Assists in the development of a strong pipeline of new customers and projects through direct or indirect customer contact and prospecting. Works with the CEO, EVP of Crisis and Behavioral Health Technology, Program Directors, and IT to secure and implement new business initiatives.

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

**Major duties and responsibilities:**

- Assist in formulating proposals in conjunction with team members and various functional groups
- Assist in developing a budget and pricing services
- Assist in developing project plans and in defining 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
- Perform other duties as assigned

**Qualifications:**

- Bachelor's or Master's Degree in business or bachelor's degree with 3-5 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](mailto:NHoang@mhaofnyc.org). **Please put "Business Development Manager" in the subject line of your email.**

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.