



# The Deaf and Hard of Hearing Center

5151 McArdle Road  
Corpus Christi, Texas 78411-3911

## **Business Development Associate** **Job Description**

**Job Title:** Business Development Associate  
**Classification:** Part Time/Hourly/non-exempt  
**Supervisor:** Executive Director

**Position open until Filled**  
**For more information call 361-993-1154**

**Please submit Cover Letter, Resume, and (3) Professional References to Maria Madrigal at [administration@deafhhcenter.org](mailto:administration@deafhhcenter.org)**

### **POSITION SUMMARY:**

The Deaf and Hard of Hearing Center requires a part-time hourly, with the goal of expanding hours, Business Development Associate with strong interpersonal and communication skills, a focus on organization and enhanced multitasking abilities. Sales, marketing and strategic planning are important aspects of the position. The ideal candidate has experience in marketing, targeting relationships, and using interpersonal skills to develop business relationships and retaining our partners.

### **DUTIES AND RESPONSIBILITIES:**

- Research past and prospective new accounts, pursue and follow through with successful agreements with businesses who would use our services
- Understand the Center's target markets, make contacts, and collaborate with the Center's team to ensure goals are met
- Maintain relationships with current clients to ensure customer satisfaction
- Learn about and be able to explain our products, our competition, and our positioning
- Managing marketing for the company and activities within the marketing department
- Coordinating marketing campaigns with sales activities
- Monitor and report on effectiveness of marketing
- Work independently and as part of a team

### **QUALIFICATIONS:**

- AA degree or 60 hours of college credit
- Three years of business sales or related field
- Excellent organization skills

- Ability to set priorities and reach goals
- Ability to communicate information in a clear and concise manner
- Understanding of public relations
- Advanced communication skills
- Capability to quickly adapt to change
- Demonstrate effective problem solving skills, written and verbal communication skills, organizational skills, and public relation skills
- Reliable transportation, valid Texas driver's license and proof of liability insurance

### **PHYSICAL QUALIFICATIONS:**

1. Preferred ability to lift a minimum of 25 pounds.
2. Preferred ability to physically reach, stand, kneel, crouch/stoop, squat, and the ability to climb stairs.

### **BEHAVIORIAL EXPECTATIONS:**

1. Customer Service – Enthusiastically interacts with all customers. Assumes personal responsibility for meeting customer needs. Consistently demonstrates a commitment to customer satisfaction.
2. Interpersonal Skills – Is sensitive to the needs, ideas, and feelings of others. Develops and maintains rapport with others. Listens well. Facilitates a group process.
3. Adaptability/flexibility – Demonstrates the ability to change behaviors and plans to meet rapidly changing / competing job demands (new or unusual situations). Receives change as a challenge. Revises plans to meet changing circumstances.
4. Communication – Clearly and effectively communicates ideas and requests to others.
5. Initiative – Starts and completes tasks with minimal prompting. Willing to make recommendations and assume additional responsibilities.
6. Team Player – Fully participates in maintaining a positive team environment that is conducive to customer satisfaction. Builds trust among co-workers, focusing on accomplishing departmental mission and goals.
7. Organized and efficient – Organizes work and uses time efficiently. Takes the initiative to find additional work during slow or downtimes. Recommends innovative ways of doing work more efficiently and effectively.
8. Core Values – Practices DHHC core values. Willingness to learn about deaf and hard of hearing community needs.

