



## Job Posting - Business Development Project Manager

With a team of caring and committed individuals and hundreds of dedicated donors, developers, service partners, and universities, **Project Access** is working to provide families the tools needed to break the cycle of poverty by becoming healthier, further educated, and financially stable. Project Access works with affordable housing developers/owners in a partial fee-for-service relationship to bring free services to residents within the affordable housing community. This partial financial commitment and in-kind donation of space allows Project Access to bring additional resources together to develop comprehensive programs at our 65+ Resource Centers across the country and offer a variety of programs and services to address individual and community needs. To learn more about Project Access please visit <https://www.project-access.org>.

**POSITION SUMMARY:** Working closely with the Chief Business Development Officer (CBDO), the **Business Development Project Manager** will provide support to the entire business development process and communication from initial inquiries to new resource center start up details including logistics, purchasing, and communication management across internal and external stakeholders. Will help identify rising business opportunities and build long-term relationships with prospects as well as evaluate the current performance of the organization and find ways to help the organization reach its full potential. Primary responsibilities are focused on business development, project management, customer service and administrative duties all with an eye on the growing partnerships with affordable housing developers and owners in order to increase our portfolio, expand our ability to serve more communities nationally, and ensure Project Access remains the premier resident services provider. Up to 25% of time will be spent traveling within California and out of state locations to attend industry conferences, planning meetings for new properties, and manage projects.

This is a full-time, exempt position, and is located in the corporate office in Orange, CA. Project Access provides a generous benefits package and pays 100% of the employee's medical plan, dental, vision, life insurance and EAP premiums; provides Paid Time Off, 12 paid Holidays, and a 401(k) plan with an employer match of up to 4%.

**TO APPLY:** please email your cover letter and resume to [humanresources@project-access.org](mailto:humanresources@project-access.org) with "Business Development" in the subject line. Your cover letter should summarize how the position and the mission of Project Access meet your qualifications and interest.

### **POSITION RESPONSIBILITIES:**

#### **Business Development / Project Management**

- Prepare budgets; write business proposals, presentations and other required documentation to support CBDO in achieving organizational growth objectives.
- Communicate new product developments to prospective clients
- Following up new business opportunities and set up meetings.
- Overseeing the development of applicable marketing literature
- Manage and retain relationships with existing clients as well as increase client base.
- Conduct industry research, identifying trends, business leads and growth opportunities.
- Assist with streamlining business development process, procedures and systems to increase efficiencies and uphold delivery of high quality services.

- Assist in tracking communication, leads and preparing reports and metric dashboards for internal and external use.
- Attend conferences, meetings and events to increase brand exposure, understand industry competition/trends, and source leads.
- Collaborate and communicate closely with corporate, management, and field staff to ensure strong intra-departmental communication, client service, and seamless program implementation.
- Provide superior customer service to existing and new business partners and prospects.

**Administrative**

- Provide general administrative support, including compiling expense reports, maintaining hard and digital files and other projects, as assigned.
- Assist with arranging appointments, meetings, and travel for the CBDO.

**QUALIFICATIONS (Education/Experience/Skills/Certifications):**

- Bachelor's degree, preferably in marketing, business, communications, or other related fields.
- One year of experience in Business Development and Project Management managing complex and multi-faceted projects in B2B environment.
- Experience with Smart Sheets or other project/business management software.
- Excellent verbal and written communication skills, with a proven ability to execute reports, proposals, and conduct presentations.
- Exceptional interpersonal skills, a customer service orientation, and the ability to establish and maintain effective and appropriate working relationships with all staff, and partners.
- Must be able to make independent and sound work decisions in accordance with rules, regulations, and institutional policies and procedures.

*The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.*

Equal Opportunity: Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.