



Job Posting Business Development Account Coordinator

Join the Project Access team and create impact in the lives of our residents. Hear from them and how their lives have changed: www.project-access.org/success-stories/

Project Access provides programs and services to over 22,500 children, families, and seniors living in affordable housing communities across the country. This is an exciting opportunity to join a growing nonprofit organization using placed-based resident services to support families at the nexus of an affordable housing crisis, social services, and equity.

POSITION SUMMARY: Working closely with the Chief Business Development Officer (CBDO) the **Business Development Account Coordinator** assists the CBDO with market analysis, research leads, support with proposals, budgets and contract development, stakeholder relations, and administrative duties. Primary responsibilities are supporting the CBDO to identify rising business opportunities, strategic growth strategies, support with stakeholder relationships, assist in the evaluation of the current performance of the portfolio, and help the organization reach its full potential.

DETAILS:

Work schedule: This is full-time, non-exempt position with a work schedule Monday through Friday.

Work location options – Orange County, CA or SLT, UT.

CA - Must be based in Orange County – hybrid; remote and Corporate office, 2100 W Oranewood Ave. Ste 230, Orange, CA 92868.

Salt Lake City, UT – fully remote.

Benefits offered: Project Access pays 100% of the employee's medical, dental, group life insurance, and EAP premiums; provides Paid Time Off, 13 paid Holidays, and a Safe Harbor 401(k) with a 4% match. Vision and Voluntary Life Insurance is available at employee cost.

TO APPLY for this enriching opportunity please email your cover letter and resume to humanresources@project-access.org with "Account Coordinator" entered in the subject line. Your cover letter is to summarize how your qualifications and interest meet the position requirements.

POSITION RESPONSIBILITIES:

Business Development / Customer Service

- Prepare budgets, write business proposals, presentations, and various required documentation to support CBDO.
- Establish and maintain effective relationships with customers and prospects via email, phone and in-person, including communicate new product developments to prospective clients.
- Follow up with new business opportunities/inquiries and schedule meetings for CBDO.
- Conduct market research to identify new business development opportunities, trends, and markets to target.
- Understand industry trends, source leads, and stay abreast of competition, industry needs, and changes.
- Attend conferences, meetings, and events to increase brand exposure.
- Provide superior customer service to all internal and external stakeholders.

Administrative

- Assist in tracking communication, touchpoints, leads and prepare reports and metric dashboards for internal and external use.

- Track submitted proposals, prospect communication and pipeline activity and preparing reports and metric dashboards for internal and external use.
- Support the Business Development Project Manager with project management related duties as needed for successful set-up of new Centers and fulfillment of secured contracts, including new center set-up logistics including ordering, tracking furniture orders, delivery, assembly, billing, and manage workflow across all department to ensure successful start-up process.
- Provide general administrative support, including maintaining hard and digital files and assist with arranging appointments, expense reports, and travel for CBDO.

QUALIFICATIONS (Education/Experience/Skills/Certifications):

Education

- Bachelor’s Degree (or equivalent combination of education and experience) in marketing, business, communications, or other related fields.

Experience

- Minimum one year of experience in business development, customer service, and in a client-facing role.
- Experience with Smartsheet or other project/business management software

Skills

- Intermediate skill level with MS Office
- Strong time management, administrative, and organizational skills.
- Strong communicator: high level of verbal, written, and listening skills with a proven ability to execute reports, proposals, and conduct presentations.
- Exceptional interpersonal and networking skills, a customer service orientation, and the ability to establish and maintain effective and appropriate working relationships with staff and partners.

Credentials/Certifications

- Valid Driver’s License, clean driving record, and current automobile insurance
- Successful completion of background check

Physical Job Requirements

- The physical activity of this position includes sitting for long periods of time, minimal lifting, bending, walking, kneeling, reaching, and step climbing.

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.

Project Access participates in E-Verify