

Job Title: Director of Business Development
Department: Executive

Status: Exempt
Reports To: General Manager

CUSTOMER SERVICE EXCELLENCE: All jobs carry with them an overriding responsibility to provide extraordinary customer service in terms of quality, timeliness, and assistance. A commitment to service excellence is expected of all employees as they perform their tasks.

GENERAL SUMMARY:

The Director of Business Development gathers competitive information on products and services and makes recommendations for new business development activities to drive revenue growth. Maintains knowledge of industry changes and developments and directs efforts to identify, research and capitalize on business trends. Manages product design, development and economic analysis and product lifecycle. Oversees completion of projects, installations, delivery of services, and resolves associated problems. Builds relationships with businesses and vendors. Seeks out potential partnerships, joint ventures, new product lines, expansion of footprint, funding sources, and all other business opportunities. Works with the management, financial, operations, and marketing teams for the smooth operation of the business.

SPECIFIC JOB DUTIES:

- Develops, establishes and evaluates the strategic plan for efficiencies, coordination, communication, and effectiveness across the company.
- Develops long range plans to ensure progressive growth of the cooperative.
- Reviews analysis of activities, costs, operations and forecast data to determine progress toward stated goals and objectives.
- Confers with Executive Staff to review achievements and discuss required changes in goals or objectives resulting from current status and conditions.
- Evaluates and prioritizes projects in collaboration with the management team.
- Ensures the proper allocation of resources.
- Ensures that all operational activities are carried out in compliance with local, state, and federal regulations and laws governing business operations.
- Analyzes situations and selects appropriate actions based on existing circumstances and changing conditions.
- Problem solves and assures resolution. Monitors to be assured desired results are obtained.
- Analyze, evaluate, and follow up on potential new service offerings, potential partnerships, joint ventures, new products, available funding, expansion of footprint, and all other business opportunities.
- Assists in preparation of annual operating and capital budgets.
- Performs all other related duties assigned by management.

JOB REQUIREMENTS:

- Ability to think strategically and exhibit solid communications skills.
- High level of energy and enthusiasm
- Basic computer knowledge (Microsoft Excel and Microsoft Word)
- Public relations skills
- General overall Telephony knowledge
- Analytical ability
- Knowledge of company products and services.
- Knowledge of telephone industry regulations.
- Ability to organize and prioritize multiple work assignments.
- Ability to make sound decisions using information at hand.
- Ability to travel on a limited basis.
- Must have a valid driver's license and be insurable by ESRTA's insurance carrier.
- Ability to maintain a high level of confidentiality

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's Degree in applicable or related field or equivalent experience. Three to five years of telephony experience. A strong technical and business background is desired.

ESSENTIAL JOB FUNCTIONS:

- Must be able to stand or sit for long periods of time
- Proficiency with office machines and Microsoft products is essential.
- Ability to work well without close supervision

REPORTING REQUIREMENTS:

This position reports to ESRTA Headquarters in Hugo, Colorado and must reside within close proximity to the headquarters. ESRTA offers an excellent compensation and benefits package. This announcement is generally descriptive of the duties and qualifications of the job. It is not intended to be construed as an expressed or implied contract. ESRTA is an Equal Opportunity Employer. Applicants will be considered without regard to race, creed, religion, color, or national origin. In addition, unless the reasonable demands of the position require it, applicants are considered without regard to age, physical or mental disability, marital status, or sex. Eastern Slope will consider making reasonable accommodation for applicants with physical or mental disabilities if it will allow them to perform the essential functions of the job.