



EMPLOYEE JOB DESCRIPTION

Job Title: Vice President, Business Development - VA

Job Classification: Part-Time or Contractual

Location: Virginia – Flexible

Reports To: President and CEO

Position Summary: This position is responsible all business development, community strategy and fundraising efforts in Virginia and for leveraging key relationships and contacts to support revenue-generating activities. He/She is responsible for the development and stewardship of strategic partnerships and accountable for meeting ambitious funding goals by building partnerships with nonprofits, government agencies, and private sector companies whose priorities and missions align with our work, and who can provide grants or fees for service to CCCSMD.

Qualifications:

- Minimum of 10 years work experience in mortgage servicing, banking/credit union, or state government
- Bachelor's degree in Business Administration, Public Administration, or other appropriate disciplines
- Existing network of business and community contacts in VA, particularly in Central VA
- Strong negotiation and multi-stakeholder consensus-building skills are required, along with strong oral, written and presentation skills.
- Must be a strategic thinker, self-directed and a collaborative team member.
- Demonstrated ability to utilize time management, communicate and critical thinking skills to approach problems, identify solutions and achieve meaningful results independently and in a team environment.
- Excellent interpersonal skills; be highly organized and detail-oriented; able to work independently and handle multiple tasks and simultaneous projects.
- Excellent research skills
- Proven MS Office, PowerPoint and Internet skills.
- Ability to work collaboratively and successfully with partners at all levels, including senior executives; a proven team-player with others in our organization; communicates regularly to keep the team informed.

To perform this job successfully, an individual must be able to perform each of the following essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

- Produce comprehensive market analysis of targeted populations and VA communities statewide that identifies a strategy of outreach and business development activities.
- Develop an in-depth knowledge of CCCSMD consumer education services and value proposition leading to identifying and mapping business strengths and customer needs.
- Builds market position by locating, developing, defining, and closing business relationships.
- Develop and expand strategic relationships with banking, credit union and state government agencies to grow the awareness of CCCSMD services.
- Secure revenue generating partnerships based on identified needs of consumers and priorities of potential partners.
- Follow industry and consumer trends to identify potential new service needs and/or shifting partner priorities.
- Compiles and/or assists in maintaining reporting requirements of funders and partners.
- Lead awareness campaigns and CCCSMD participation in statewide/multi-state outreach efforts
- Provide regular reports and updates on strategy and progress in meeting partnership and funding goals to the CEO and Board of Directors.



- Develop and implement a stewardship plan to maintain and strengthen key long-term relationships with all stakeholders.

Competencies:

To perform in the position successfully, an individual should demonstrate the following competencies:

- **Credit/Financial Industry Knowledge** - Must possess solid knowledge of banking, mortgage, and/or state agency sectors.
- **Customer Service** - Responds promptly and effectively to meet Agency commitments. Ability to maintain composure under pressure and to handle stressful situations effectively.
- **Interpersonal Skills** - Ability to listen and obtain full picture of issues while maintaining composure and resolving conflicts in a calm manner.
- **Oral Communications** - Ability to interpret information and respond clearly to questions and concerns. Must present information that is clear to all parties.
- **Written Communication** - Able to read and interpret written information. Able to write effective business communication.
- **Problem Solving** - Identifies and resolves problems in a timely manner with minimal assistance; uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views gives and welcomes feedback; contributes to build a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Physical Demands:

There are no special physical demands required by this position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position does involve about 25% of travel, attending out of the office business meetings and seminars. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The environment for this position is a standard office environment or remote home office work environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

If interested, please email your resume to Susan Fitz at sfitz@cccsmd.org