

# Business Development Coordinator

## Job Description



<b>Department:</b>	Development	<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Manager of Development	<b>Salary:</b>	\$37,000-\$42,000

### Summary

This position is responsible for building meaningful partnerships with potential corporate donors and for working closely with internal stakeholders and externally at events. The primary focus of this role is increasing technology donations to meet the growing demand within the community by performing the following duties.

### Essential Duties

1. Reaches out to corporations, municipalities, agencies, organizations and other nonprofits to promote Free Geek's services/mission – including data security commitments, efficient logistical preferences, benefits of working with a 501(c) 3, corporate, social and environmental impacts of reuse and recycle programs.
2. Prospects new corporate partners and cultivates existing partnerships.
3. Serves as the primary contact for corporate technology donations, fielding email/phone inquiries from both current and prospective partners across all business verticals.
4. Interfaces with corporate donors and is the key point person at events for corporate donations.

### Job Duties

- Builds relationships with key stakeholders within organizations while managing and supporting the technology acquisition process and meeting technology donation goals and building a growing pipeline of corporate donors.
- Communicates clearly and consistently with internal key stakeholders at Free Geek is an essential element of this role.
- Coordinates and manages Corporate Donation Events.
- Increases corporate partner participation in technology drive events and launches new events based on partner interest.
- Networks with existing corporate partner base to generate new leads and new partners.
- Identifies and removes barriers to ensure the acquisition of technology.
- Schedules pick-ups and/or drop-offs of technology donations using a shared calendar and while interfacing with other key stakeholders at Free Geek.
- Maintains and keeps up to date spreadsheets for tracking technology pick-ups/drop-offs/certificates of data destruction, donation verification, and invoice and receipt tracking.
- Keeps up to date all corporate communications using Salesforce and develops and maintains a consistent communication cycle with all levels of corporate partners.
- Picks up technology donations using the Free Geek truck as needed. Coordinates with partners to conduct contactless, drive through technology donation collection drives at host sites.
- Works collaboratively in a team environment with a spirit of cooperation.
- Other duties as assigned.

### Supervisory Responsibilities

This position has no supervisory responsibilities.

Approved By: Hilary Shohoney  
Last Updated: January 2021

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### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty 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 duties.

### Education & Experience

One-year related experience and/or training; or equivalent combination of education and experience. Previous non-profit experience and connections would be a plus.

### Certificates, Licenses and/or Registrations

This position does not require certificates, licenses and/or registrations.

### Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual in Spanish is an asset.

### Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software. Experience using Salesforce is preferred.

### Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Representative: \_\_\_\_\_ Date: \_\_\_\_\_