



JOB TITLE: Director of Business Development

DEPT: Sales and Marketing

FLSA STATUS: Exempt

LOCATION: 1635 Ives Ave, Oxnard, CA

EFFECTIVE DATE: 01/2025

REPORTS TO: Vice President of Sales and Marketing (VPSM)

APPROVED BY: Roger Rutz (VPSM)

GENERAL PURPOSE OF POSITION:

The Director of Business Development (DBD) is responsible for achieving agreed upon sales objectives and goals within the service offerings of his or her responsibility and in coordination with company objectives. Position is goal/objective oriented, and full time and shall cover the Southern California, preferably Los Angeles region.

RESPONSIBILITIES/DUTIES:

Tasks include but are not limited to, pricing, advertising, promotion of company's service offerings. The DBD will regularly visit the target clientele to promote sales, explore sales opportunities, and examine effectiveness of the service portfolio and provide feedback to the VPSM regarding effectiveness of marketing strategy, market conditions, and pricing strategies.

The DBD position includes, but is not limited to the tasks and duties described herein:

- Respond to customer inquiries in a timely fashion
- Coordinate sales efforts and strategies of assigned service offerings / markets with the VPSM
- Conceive, define, refine, and describe new test service opportunities for the North American markets
- Monitor customer preferences and satisfaction to aid focus of sales efforts.
- Provide feedback regarding service pricing consistent with margin objectives in collaboration with management
- Represent company at trade association meetings and trade shows to promote services (may require weekend travel)
- Help direct, actively assist and follow all MARCOM activities relating to the assigned service portfolio
- Support the VPSM with social media ideas, activities, and promote customer testimonials
- Use LinkedIn to promote company activities and capabilities by ways of connecting with customers
- Support the VPSM with the preparation of sales budgets and forecasts
- Support the VPSM in the exploration of opportunities for joint ventures and partnerships and assess market potential of possible new service offerings
- Provide reports and feedback to the VPSM
- Participate in the resolution of possible customer complaints regarding sales and services

Pay range: \$120,000 to \$200,000 per year



SUPERVISORY DUTIES:

None

MINIMUM QUALIFICATIONS:

Knowledge:

- Must have technical background and at least 5+ years of experience with sales in a related (directly applicable) field (testing services).
- Must have experience in customer relations and regional sales strategies

Skills/Abilities:

- Must be a leader and team-oriented individual
- Must be a proactive, customer focused, problem solver
- Must show proof of excellent writing and presentation skills
- Must show proficiency in use of popular computer software products
- Familiarity with contact management software (i.e. ACT)
- Must have excellent organization and communication skills
- Must be a "people" person. Interpersonal contacts must be a pleasure and not a hindrance
- Must continuously maintain and advance his or her knowledge in relevant fields of the company's service offerings
- US Citizenship or US Permanent Resident status required (due to access to US export-controlled information)

PHYSICAL DEMANDS:

- Lifting: none
- Standing/ Sitting: 10% / 90%
- Use of PPE required: none
- Travel (upon demand and as needed to meet job objectives)

WORK ENVIRONMENT:

In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job:

- Climate controlled office areas and as needed during travel



Acknowledgment:	
I have received a copy of the Job Description and have read and understand its contents.	
Employee Name: _____	Date: _____
Employee Signature: _____	Date: _____
Supervisor's Signature: _____	Date: _____