

ABOUT ICA CRISTO REY

ICA Cristo Rey Academy (ICA) is a Dominican Catholic college preparatory that empowers girls from underserved communities to become confident young women able to realize their full potential. By providing an excellent academic curriculum, a unique corporate work study experience and the support of our spiritual community, we prepare students for a life of faith, purpose, and service.

JOB DETAILS

Title: Business Development Manager

Reports to: Director of Partnerships and Development

Location: Mission District of San Francisco

Position Type: Full-time with benefits

Salary Range: \$90,000 to \$115,000, commensurate with experience, includes benefits

POSITION SUMMARY

The Business Development Manager will lead the cultivation and acquisition of new Corporate Work Study (CWS) partners through strategic outreach. This role is responsible for designing and executing annual sales and stewardship plans, managing initial engagement with potential partners, and ensuring the pipeline is actively maintained through effective management practices. Additionally, the role oversees the Jobs Committee's operations, supporting board and leadership engagement in advancing prospects through the sales cycle. The role also contributes to fundraising and strategic growth initiatives.

RESPONSIBILITIES

Primary duties consist of but are not limited to the following:

Sales and Prospect Management

- Lead cold and warm sales efforts to new and prospective corporate partners and non-profits, focusing on securing funded jobs in industries of interest or needs of students, aligning with the goals of the Development Department and Corporate Work Study Program.
- Serve as the primary relationship manager for a portfolio of prospective Corporate Work Study (CWS) partners.
- Work closely with the Director of Partnerships and Development to design and execute annual sales plans for prospective CWS partners already identified, including events, touch points, site visits, and additional communications.
- Work closely with the Director of Partnerships and Development to design and execute annual sales plans for identifying, researching, and cultivating new prospective CWS partners.

Implementation of the sales plans includes planning events, touch points, site visits, and additional communications.

- Initiate and manage initial email or phone conversations with potential CWS partners to ensure a good fit, design stewardship plans, and work to schedule introduction meetings with the Director of Partnerships and Development and/or the President.
- Ensure that potential CWS partners that might not be a fit at the moment have a stewardship plan developed in close collaboration with the CWS and Development teams.
- Reach determined percentage of new sales by agreed upon date(s) set by the President and Director of Partnerships and Development.
- Work with the Director of Marketing to develop new collateral and communications to secure new business.

Jobs Committee

- Manage the operations of the Jobs Committee, supporting efforts of the President, Director of Partnerships and Development, Committee Chair(s), Development team, and board leadership to cultivate identified prospects and new prospects and move them forward in the sales cycle.
- Work with the Partnerships Manager and Development Department to identify new prospective Jobs Committee members and work with the Development Department to move potential candidates through the Nominating Committee process.

Tracking and Moves Management

- Track and manage prospective partners at various stages of the sales cycle, ensuring continuous progress, using best practices in Moves Management, and collaborating with the President and Director of Partnerships and Development to secure contract signing.
- Work closely with the CWS Operations team to send out invoices to new partners once they have signed contracts, ensuring timely and accurate documentation.

Fundraising and Growth of Strategic Initiatives

- Work with the President, Director of Partnerships and Development, the Development team, and other ICA departments to identify and capitalize on broader current partnership expansion opportunities, like the Business Lunch.
- For the Annual Business Lunch and other fundraising opportunities, solicit and secure event

sponsorships and donations as assigned from a portfolio of prospective CWS partners. Manage all aspects of this process including strategy development, execution, and reporting to the Director of Partnerships and Development on the solicitation / donation status.

QUALIFICATIONS

Successful applicants will demonstrate a commitment to ongoing professional growth. In addition, they will meet or exceed the following requirements:

- Bachelor's degree with minimum 3-5 years experience in the business development and/or sales fields
- Outstanding documentation, written and oral communication skills
- Outstanding track record of securing new revenue opportunities, sales, corporate sponsorships or partnerships
- Preference will be given to candidates with full sales cycle experience
- Experience with cold outreach (phone calls, social media, emails, attending events) to develop robust sales and prospect pipeline
- Experience with researching potential new CWS partners or avenues for broader outreach
- Experience with building client success strategies and using events and collaborative marketing strategies that align and meet team goals
- Proven track record of using Salesforce (or comparable CRM management systems) and social media communications to assist with sales and account management
- Highly organized, capable of balancing and prioritizing concurrent projects and deadlines
- Exceptional attention to detail and editing skills
- Ability to execute projects independently
- Able to work collaboratively with other departments
- Able to develop effective professional relationships with a diverse spectrum of parents/guardians, corporate partners, alumnae, vendors, faculty, staff and volunteers
- Proficiency in G Suite, Microsoft Office Suite, Adobe, LinkedIn, and all social media platforms

WHY YOU SHOULD APPLY

Here at ICA, we value all candidates with a diverse set of backgrounds, experience, and skills and always treat all employees and job applicants based on merit, qualifications, competence, and talent. We do not discriminate on the basis of or traits historically associated with race; color, religion, religious creed, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, domestic violence victim status, political affiliation, and any other status protected by state or federal law. We strongly encourage those with a demonstrated dedication to social justice, collaboration, innovation and student-centered education to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the described essential functions.

We offer a highly competitive compensation and benefits package, including medical, dental, vision, retirement, generous vacation.

TO APPLY

To apply, submit a resume and cover letter (one PDF Document) highlighting your interest in and readiness for this position to recruiting@icacademy.org with the subject line: Business Development Manager.

Applications will be reviewed on a rolling basis on an expedited timeline until the position is filled.