



Guiding non-profits to success & sustainability

**Position:** Business Development Representative  
**Reporting to:** President  
**Work Centre:** Virtual  
**Compensation:** As agreed  
**Start Date:** TBD

### **Position Overview:**

The Business Development Representative works with our leadership team to develop and secure sales leads and new clients for the company. Activities include generating leads, supporting sales campaigns, maintenance of our database and other related tasks. Throughout the process, you will learn to identify the specific needs of leads, and how GMF works to bring sustainability solutions to faith-based non-profits. If you enjoy working in a small virtual family team environment with a great team culture, then this position may be the right spot for you.

### **Responsibilities**

- Prospect via cold calls, email and social strategies
- Drive sales growth by setting up qualified meetings for Account Executives
- Maintain and organize an annual book of business
- Be a subject matter expert and evangelist of GMF's list of solutions
- Produce creative strategies for targeting decision-makers at prospect accounts in order to book sales appointments

### **Requirements**

- Three years of experience in a business development capacity
- Ability to work with minimal supervision and be a self-starter
- Experience working remotely and have at home office space
- Comfortable in a fast-paced, results-oriented environment
- Experience with outreach such as cold calling and emailing
- Exceptional written and verbal communication skills
- Strong time management and organization skills
- Previous experience using tracking software preferred

For more information about our products and services, go to:

[GMFPartners.org](http://GMFPartners.org)