

## **BUSINESS DEVELOPMENT AND STRATEGY SPECIALIST**

Battelle for Kids is a national not-for-profit organization that provides strategic counsel and innovative solutions for today's complex educational-improvement challenges. Our mission-driven team of education, technology, communications and business professionals specializes in creating strategies that advance the development of human capital, the use of strategic measures, the implementation of effective practices and communication with all stakeholders in schools. We have an opening for a full-time Business Development and Strategy Specialist located in our Columbus office.

### **Key Responsibilities**

This specialist will assist the Chief Strategy Officer in leading and supporting Battelle for Kids' business development efforts and the organization's Centers of Innovation. This person will:

- Lead the development of proposals, RFP responses and business development reports.
- Oversee the development of contracts for new clients.
- Develop and maintain business development electronic records, reports and documents.
- Organize business development and strategy team meetings, including scheduling, producing agendas and meeting summaries.
- Coordinate the transition of new business to project management and portfolio managers.
- Assist in identifying and mitigating risks and resolving problems related to new clients.
- Coordinate collecting client metrics and information about organizational performance.
- Provide phone, e-mail and travel support for business development staff.
- Participate in professional development to build skills and knowledge related to project management and project coordination.
- Some travel may be required.

### **Requirements**

- Bachelor's degree in education, business or related field and a minimum of two years experience. Master's degree preferred.
- Strong written and oral communication skills.
- Demonstrates initiative; requires little supervision; seeks opportunities for new assignments and responsibilities; reliably meets deadlines.
- Exceptional interpersonal, customer service, organizational and problem-solving skills.
- Experience planning, organizing and coordinating events and/or leading projects.
- Experience in an education and/or business environment.
- High-level computer application related skills, including Sharepoint and Microsoft Office; experience using project management applications, such as Microsoft Project a plus.
- Ability to collaborate and communicate with various stakeholder groups.
- Meticulous attention to details and accuracy.

Battelle for Kids offers a competitive salary and benefits package commensurate with experience.

E-mail resume, salary requirements and portfolio samples to [resumes@BattelleforKids.org](mailto:resumes@BattelleforKids.org). **No phone calls, please.**