



Partnership Development Representative



About BEF's Business Development Group

Consisting of the Chief Development Officer, Director of Environmental Commodities, Director of Strategic Partnerships, and Partnership Development Representative, BEF's business development group is responsible for revenue generation for all of BEF's programs: Environmental Commodities (RECs, Offsets, WRCs), Business for Water Stewardship campaigns such as Change the Course and Promise the Pod, and BEF's k-12 energy education program CE: Clean Energy Bright Futures. BEF's revenue is a diverse mix of service contracts, environmental commodities sales, consulting contracts, and philanthropic funding. Working both independently and collaboratively, team members achieve revenue goals by developing business relationships through conferences, speaking engagements, direct outreach, and referrals.

Why Join Us?

Consistently ranked as one of the best nonprofits in Oregon to work for, BEF is an entrepreneurial nonprofit working on environmental solutions at the intersection of renewable energy and freshwater. Our team members enjoy a forward-thinking, collaborative environment, competitive pay, generous paid time off, a 403(b) retirement plan with a 5% employer match, employer paid professional development and tuition reimbursement, and Tri-Met passes. We care about our team members' health and wellbeing. We provide health, dental, vision, life, AD&D, long and short term disability insurance, along with FSA and HSA options.

We like to work together and we like to play together! At BEF you'll enjoy a camaraderie with the rest of the team that comes from overnight staff retreats and other staff outings and events.



Partnership Development Representative

About this Position

Under the direction of the Chief Development Officer, the Partnership Development Representative works as a member of the development team to identify and secure new corporate, utility, and philanthropic partners and drive new mission-aligned revenue for the organization. This position has flexible work hours with occasional evenings required.

The Ideal Candidate

We are looking for a candidate who has a proven track record of curating and developing trusted relationships with prospect decision makers. You will effectively qualify prospective partners for their ability and interest in championing and allocating funding for BEF's suite of solutions, enjoy reaching out and spending time with new people, and be fearless about asking for business. Your ability to think and adapt in the moment, make decisions and move forward, and navigate ambiguous situations will contribute to your success in closing new business.

Required Skills & Qualifications

- 5 years experience in a business development role
- 3 years experience working with corporate sustainability, fundraising, or CSR professionals
- Ability to build and foster partnerships with a variety of stakeholders including funders, grantees, contractors, and industry leaders
- Proven ability to successfully manage a sales cycle from introduction to closing new business
- Demonstrable success networking with influencers and thought leaders and developing new strategic relationships
- Proven ability to develop and maintain strong, trusting internal and external relationships
- Demonstrable ability to design, write, and deliver presentations
- Experience working with or ability to quickly learn CRM and ERP systems to track customer relationships and create proposals, sales orders, contracts, and other business documents
- Proven ability to work as a collaborative team member while still being comfortable working autonomously
- Proficiency with software such as MS Office, G Suite and relational database or program management software
- Ability to embrace new challenges in a rapidly growing and changing work environment
- Ability to demonstrate and provide examples of continuous personal development and improvement in each of the essential functions

Partnership Development Representative

Essential Functions & Specific Responsibilities

Candidates must possess the ability to perform essential functions and specific responsibilities with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, prepare, and manage lists and outreach strategies to identify new leads and prospects
- Present and sell BEF's suite of programs, products, and solutions to new potential clients as an authority on BEF's capabilities
- Identify speaking and presentation opportunities at conferences or other events
- Prepare proposals, presentations, negotiate contracts
- Actively listen to and engage prospects, identify needs and goals, provide education and match the BEF product or service that best meets the customer need or goal
- Provide customers with appropriate language, claims and guidance for public-facing materials such as sustainability reports, publications, award nominations or marketing materials
- Proactively contribute to continuous improvement of the development team by providing input on products, marketing strategies, and/or process improvements
- Contribute to meeting quarterly and annual revenue targets set for the development team
- Maintain prospect and customer data in ERP and CRM systems (NetSuite; Insightly)
- Travel up to 35% of the time

A typical day for the Partnership Development Representative

- Seeking out new people to develop relationships with - typically people in sustainability functions at companies and/or people in charge of philanthropy or strategic giving at companies or foundations
- Collaborating and meeting with other members of the development team to build winning proposals and/or prepare for meetings or presentations
- Seeking speaking /presentation opportunities for yourself and other members of the development team
- Creating and delivering proposals, creating contracts
- Joining or generating at least 1-2 prospect or customer phone calls
- Joining team meetings or team conference calls
- Responding to and generating emails for prospects and existing customers
- Logging activity and leveraging CRM and ERP systems for efficient time management and lead / prospect / customer communication and information

Partnership Development Representative

Environment & Physical Requirements

BEF offices are located in downtown Portland, with open workstation floorplan and ability to reserve conference rooms for meetings and phone calls. We have a break room and staff lounge for lunch and casual meetings. Our building amenities include a small fitness gym with shower facility and a bike room with wall racks and a repair station. The building has an attached parking structure (payment required). The Partnership Development Representative may travel up to 35% of the time throughout the Pacific Northwest region; therefore, a valid driver's license is required.

How to Apply

To apply, email the following materials to jobs@b-e-f.org by July 3, 2019 .
Email subject line must include the position title.

A complete application will include:

1. Cover Letter
2. Resume
3. List of 3 references: name, title, relationship, phone number and email address

Please send the three documents as separate attachments in MS Word or PDF format. Documents in other formats may not be considered. Salary range will be shared with qualified applicants.