The Business Development Director is responsible to:

- Work with the Board to define, and then execute on partnership strategies by programs and/or geographic territory
- Work closely with Membership and Volunteer Directors to scope solutions to membership/community needs, to include developing presentations, white papers, and RFP calls and responses
- Develop and maintain a strong understanding of the procurement structures, key contract vehicles, potential partners, and major competitors in target markets
- Meet and exceed quarterly and annual partnership targets and assist the organization in growing existing business relationships
- Identify industry changes or new opportunities and present these opportunities to the management and Board
- Represent BBPA at non-profit events and conferences
- Attend monthly Board and annual meetings and provide monthly updates.
- Supports all other committees in the promotion of BBPA events
- Embraces BBPA processes and ensures conformity in handling the business of the BBPA.
- Provides a supporting role to all directors and in extension all programs and events of the BBPA.
- Demonstrates full understanding of the requirements for managing effective and successful events.
- Possesses PR skills and enjoys working with people of different personalities.
- Possesses the ability to resolve conflicts effectively.
- Has the ability to delegate and ensure projects are delivered on time, meeting project performance indicators.
- Has the ability to manage communications according to prescribed budget.
- Is able to motivate committee members to participate fully in the activities of the committee

A candidate of the Director of Communication role:

- 5+ years of relevant experience
- An ability to interpret and navigate decision making structures in nonprofit organizations
- Strong understanding of and interest in the use of data analytics to improve nonprofit operations
- Effective account and time management skills
• Strong presentation and communication skills
• Strong relationship-building, interpersonal, and organizational skills
• Possesses proven leadership qualities and is able to command the respect of the membership and public.
• Possesses good interpersonal and sound leadership skills.
• Work within standards of ethical business practice. Seeks approval before disseminating information to the public
• Is well-informed on issues of concern and importance to the Black community.
• Is politically non-partisan in any dealings on behalf of the Association.
• Possesses organizational, planning and effective negotiation skills.
• Has the ability to raise funds for the organization.
• Sensitivity to Membership needs and skill levels