

Managing Director, Business Development & Convenings

The Managing Director of Business Development & Convenings is responsible for leading the development of an effective organization-wide business strategy and ensuring the execution of NSBA's strategic direction focusing on diverse revenue sources. Must know 'best practice' in convenings and all aspects of business development and apply that knowledge in the non-profit space.

The incumbent must establish structures and systems demonstrating keen understanding of national landscape to create the development of organization-wide goals and dashboards that include key revenue KPIs that are aligned with NSBA's mission, relevant to NSBA members, program participants and collaborators. Must build authentic, trusting relationships across the federation and with colleagues to affect change that ensures customer return on investment.

Ensures a positive culture of member service that builds staunch support and confidence from our members, international partners, and program participants, through a deep awareness of stakeholder needs through research, data collection and metrics to increase NSBA's brand awareness and value proposition. Problem solving and critical thinking are necessary attributes.

Responsible to ensure support and partnership with senior staff on fundraising initiatives to include development and execution of grant proposals. Requires current insights and research of funding sources and trends to ensure NSBA positioning on major funding opportunities.

Responsible for management and oversight of the planning and management of all aspects of NSBA convenings and business development across all departments. Position requires the development of a roadmap for engaging prospective partners/funders/collaborators and creating standardized processes to identify and secure their support.

Strategic focus on expanding the revenue portfolio and innovation is especially important to include, but is not limited to philanthropic, public/private grants, corporate sponsorships, etc. Ensures the development of integrated short-and long-term strategies and plans supported by detailed budgets, identified measurable targets and performance goals for business development operations and convenings.

This position is responsible for ensuring the planning, organizing and management of NSBA signature convenings (in-person, hybrid, and blended platforms) which includes participating in negotiating meetings/functions rooms, rates and all related requirements. Ensure maximization of room and meeting space, revenues, and profits while delivering a quality product. Focus on execution of all aspects of event planning including coordination from the signing of a group contract forward, VIP needs, amenities, group resumes. Complete walk through of function space prior to events beginning and complete checklist for each group; both local and groups.

Eligible candidates must also have proven experience managing, leading, and supporting grant acquisition and compliance requirements, and in creating strategies for optimizing grant administration processes and grant writing functions.

Essential Functions/Primary Responsibilities

- Provide management and oversight of the business development and convenings functions of the organization
- Plan, develop and execute business development and convenings strategy focused on building relationships, and crafting diverse portfolios for NSBA revenue generation

- Recruit and manage as necessary, a group of high-performing professionals to execute against a set of rigorous goals related to diverse revenue models (i.e. sponsorships, grants, etc.)
- Provide strategic vision and planning for continuous improvement and growth of NSBA business relationships and conferences
- Ensure development of key performance indicators connected to achieving sales/growth goals and leverage data to understand progress towards goals against these indicators
- Provide management and oversight of business and convening functions to ensure positive customer relationships with and among NSBA members, program participants, collaborators and grantors measured by returns on investment indicators and other survey data
- Ensures highly professional management of contracted services for NSBA convenings across all departments
- Proactively learning, adapting, and developing skills to meet demands of the marketplace, refining knowledge skill and mindsets to achieve growth across areas of responsibility
- Works well with other departments to ensure alignment of organizational goals
- Cultivate and ensure staff teams cultivate positive interactions and relationships across NSBA leaders, managers, and executives to evaluate and collaborate on strategy, results, and continuous learning
- Keep up-to-date knowledge of NSBA member's services, public education, and related focuses
- Finding and prosecuting new leads and opportunities
- Defining and developing appropriate NSBA assets with specified costs aligned with goals and metrics
- Arranging business meetings with prospective clients and including key NSBA teams at the beginning of engagements as appropriate
- Attending physical/virtual networking events in learning and on behalf of NSBA
- Performs other duties as assigned

Minimum Qualifications

Candidate will demonstrate and possess strong business acumen and the ability to confidently relate and negotiate with C suite peers and partners. Must be comfortable representing NSBA in numerous settings to maximize brand value, customer satisfaction and revenue generation. Must have demonstrated proven sales and business development results through leadership.

Bachelor's degree in business administration or other related field, or equivalent work experience demonstrating a minimum of five years of previous experience in sales management, business development, customer service, or related field. Masters in a related field is desirable.

Experience working in a nonprofit membership organization is preferred. Project management experience is a plus. The position demands strong interpersonal skills and a high degree of professionalism. Proficiency in Microsoft Office Suite (Teams, SharePoint, Word, PowerPoint, Outlook, and Excel etc.), Higher Logic (or similar platform), grants management software, and CRM/ project management software.

Interested individuals should resubmit resume with cover letter to jobs@nsba.org