



## ***Industry Initiatives for Science and Math Education (IISME)***

A Nonprofit Industry/Education Partnership

### **Business Development Manager**

#### **General Description**

IISME (pronounced iz-mee) is a dynamic, entrepreneurial, and financially secure industry-education nonprofit organization whose Summer Fellowship Program provides K-16 teachers with exciting and challenging paid Summer Fellowships within industry and research institutions. IISME has been serving as a bridge between the business, research and education communities in the San Francisco Bay Area for 27 years, and is now expanding to bring its successful program to teachers in Los Angeles, Orange and San Diego Counties.

#### **The Opportunity**

IISME fulfills its mission by serving an ever-increasing number of teachers each year and seeks to expand the number of organizations hosting IISME Teachers within the San Francisco Bay Area and Southern California. In order to provide teachers with high-quality, life-changing IISME Summer Fellowships, we must continually recruit new Fellowship sponsors and provide outstanding customer service to retain existing sponsors year over year.

The experienced candidate who fills this newly created position will be responsible for researching and recruiting new Fellowship sponsors to continually increase IISME's impact over time, working closely with the Executive Director, Sponsor Relations Manager, and members of the IISME Board of Directors. As Fellowship fee revenue comprises the majority of IISME's funding, the Business Development Manager will be an important part of the team responsible for generating the revenue that keeps IISME financially stable and growing.

#### **The Candidate**

The ideal candidate is a motivated, results-driven self-starter, who takes initiative and can lead business development efforts. S/he has a strong attention to detail and excellent organization skills. The candidate must also be able to take initiative, identify appropriate prospects, and tenaciously follow up with every lead. S/he should enjoy working in a fast-paced, high energy, collaborative environment.

- Minimum three years business development or sales experience: generating a target list, cold calling potential partners; for-profit experience welcomed.
- Proven track record of developing and maintaining positive and professional relationships with customers or constituents.
- Experience as an account manager, servicing multiple accounts on a day-to-day basis.
- Proficiency in researching potential sponsors and funders using the Internet.
- Demonstrated ability to think creatively, work independently and accomplish goals.
- Excellent written, verbal, and interpersonal communication skills, including confident public speaking.
- Knowledge of the California public education system and industry-education issues preferred.
- Bachelor's degree required, Master's degree preferred.
- Proficiency with MS Office software (Word, Excel and PowerPoint) and email programs.

**To be successful as a member of the IISME team, you will also:**

- Have a passion for IISME's mission.
- Have a strong work ethic and a sense of humor, even under stress.
- Have a high level of personal and professional integrity and trustworthiness.
- Have an entrepreneurial spirit: high energy and a sense of ownership.
- Be comfortable giving and receiving honest, constructive feedback, and acting as a coach or mentor to staff.

**The Business Development Manager reports to the Executive Director and is responsible for:**

**Revenue Generation:**

- Selling IISME Fellowships to companies, universities and research labs in IISME's current service area (San Francisco Bay Area) as well as the Southern California regions targeted for expansion (Los Angeles, Orange and San Diego Counties).
- Engaging with C-level executives and decision makers at all organizations, from Fortune 500s to small local businesses in a variety of settings from one-one-one meetings to large events.
- Developing and leveraging a database of qualified leads through referrals, telephone canvassing, face to face meetings, cold calling, email, and networking.
- Maintaining accurate and comprehensive records (in Salesforce.com) of activities such as sales calls, presentations, closed sales, and follow-up.
- Creating and conducting effective presentations and proposals that inspire potential partners to partner with IISME.
- Assisting with marketing and public relations, and perhaps also fund raising activities such as grant writing and the Individual Solicitation Campaign.

**Fellowship Account Management:**

- Participating in Fellowship sponsor recruitment support tasks including: updating marketing materials, monitoring and recommend changes to the sponsor recruitment and Fellowship match process and use of tools (particularly IISME's interactive website), cultivate and acknowledge sponsors, and compile mentor satisfaction data;
- Conducting outreach to prospective, current and lapsed sponsors to obtain pledges and help identify mentors; setting up sponsor accounts on IISME's website, obtaining and posting project descriptions from mentors;
- Providing a variety of support services to facilitate the placement of IISME Teacher Fellows in industry and research environments.
- Assisting with the planning and implementation of Mentor and Teacher Orientation sessions, Mid-Summer meetings and End of Summer Celebrations;
- Attending sponsor events as needed and proactively marketing IISME events to sponsors and potential sponsors.

**Relationship Management:**

- Managing all aspects of corporate/university/lab relationship, providing prompt and friendly customer service.
- After recruiting Fellowship sponsors, providing a variety of support services to facilitate the placement of IISME Teacher Fellows in industry and research environments.
- Working closely with other members of the IISME team to fine-tune growth strategy and goals.
- Collaborating with IISME staff to set policy and future directions for IISME and the Summer Fellowship Program;
- Actively participating in updating and enhancing the IISME Summer Fellowship Program marketing materials and sponsor-related information on IISME's website.
- Acting as an advocate in the community at large for IISME mission and programs.

**Position Term, Hours, Location and Salary:**

The Business Development Manager position is a full-time, exempt position and will be based at the IISME office at 5301 Stevens Creek Blvd., PO Box 58059; MS WO, Santa Clara, California within Agilent Technologies. This position is subject to the policies and procedures listed in the IISME Employee Handbook. Salary is competitive, based on qualifications and potential contributions to IISME. Generous benefits include medical, dental, vision, life and long-term disability insurance, a flex spending plan, generous PTO and the option to participate in our 401(k) plan. IISME is an equal opportunity employer.

Please send resume with cover letter to [jobs@iisme.org](mailto:jobs@iisme.org).