



Position Description

Title:	Business Development Outreach and Implementation Program Manager
Department:	Business Development
Supervisor:	Global Manager, Business Development
FLSA Status	Exempt
Profile:	D

Overall Position Purpose

This position exists to research, discover, outreach and onboard/implement new programs and partners. This position will provide project management expertise for ongoing initiatives and assist in execution of partnerships and projects while participating as a key member of the Business Development (BD) team under the guidance of the Global Manager, Business Development.

Core Responsibilities

- Serve as primary project manager for select BD initiatives to include workflows, adherence to budget, quality assurance, and timeline development;
- Through targeted research, identify individuals and organizations both domestically and internationally and provide recommendations the creation of new partnerships and pipelines for Inteleos;
- Execute business development objectives and tactics and provide day-to-day management and oversight of selected BD programs;
- Research healthcare industry and global health markets related to organizational strategies and BD activities;
- Utilizing market knowledge and creativity, seek out and draft proposals for relevant funding opportunities to contribute to the mission of Inteleos;
- Build and maintain an extensive knowledge of the current market conditions by identifying business opportunities, conduct environmental scanning and market evaluation;
- Build internal and external relationships and partnerships in ordered to create and manage long-term programs that serve the Inteleos mission and provide new avenues for growth;
- Communicate effectively with stakeholders both internally and externally, to ensure they stay on task and on time for deliverables and revenue;
- Assist BD team with timely preparation of documents, PPTs and other deliverables
- Represent the BD Team and Inteleos at internal, external, and international meetings and conferences;
- Comply with directions and instructions from Supervisor or Chief Business Development Officer and perform tasks and assume responsibilities as assigned;
- Maintain and follow processes/procedures as required for organizational ANSI accreditation;



- Maintain familiarity of Inteleos staff policies and the functions of each Inteleos department.

Required Education/Experience

- Bachelor's Degree, Certification or equivalent required in related field
- Minimum of three years of experience in a similar function
- Experience working in Project Management role (PMP or CSM desirable)
- Experience working with global audiences

Required Qualifications/ Skills

- Excellent verbal, written, and collaborative skills to fulfill management level communication and correspondence
- Understanding of healthcare markets
- Ability to write partnership and funding proposals
- Experience conducting market analysis and ability to concisely summarize market and external forces in new ventures
- Ability to travel domestically and internationally
- Advanced knowledge of Microsoft Office Suite
- Superior project management skills
- Strong interpersonal skills with ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization
- Skilled at presenting complicated ideas in easily understood manner
- Proficiency with budgeting
- Good public speaking skills
- Consistent attention to detail and follow-through skills
- Strong collaboration skills with ability to work in a team environment
- Ability to maintain positive attitude under stressful conditions, and assist in building and maintaining a positive culture in department and organization as a whole
- Fluency in a second language desirable

Inteleos Attributes

- **Accountable** – taking ownership of your work and delivers results. Being responsible for your actions.
- **Collegial** – being helpful, respectful, approachable and team oriented. Building strong working relationships and a positive work environment. Consider the thoughts and opinions of others.
- **Ethical/Integrity**– employee is honest and trustworthy when working with colleagues, volunteers, and other stakeholders. Lead by example.
- **Committed to:**
 - Creating the global standard of excellence in healthcare and patient safety
 - Excellence – Strive to excel in everything you do.
 - Quality – Taking the initiative, extra time, care and vigilance to get the job done right.
 - Continuous Learning
- Have a **Positive “Can-do” Attitude**-being ready, available and willing to get the job done and done well.

Supervisory Environment

- Works under executive guidance, with considerable latitude in determining work objectives
- Makes decisions of considerable complexity on business or technical matters often in ambiguous contexts. Decisions have medium and long-term impact on a significant organizational function and frequently impact the organization as a whole.
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Work Environment

The incumbent will work at a desk in an office environment or an approved remote location. Evening and weekend work, and travel may be required (up to 20%). There are minimal requirements to lift or move equipment.

This description is intended to provide an overview of the responsibilities of the position. It is not all-inclusive and an incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.

Received by: _____
Employee Name/Signature

Date: _____