# Business Development Manager

CDP, Inc. is a premier provider of data management systems and services for the public health community. CDP is searching for an experienced **Business Development Manager** to contribute to their world class public health solutions. Our company develops software for state, local, and federal government health agencies. This position is primarily responsible for identifying potential customers who would benefit from CDP’s software products and coordinating the business development efforts. The position will concentrate on growing the Environmental Health and Electronic Health Records portfolios. It will identify new clients, build relationships, and support clients from initial contact to point of delivery.

**Responsibilities:**

* Create a pipeline of leads and set up informational calls. Make initial contact with prospective clients and coordinate follow-up conversations.
* Engage with potential clients to understand their technology requirements and identify if their needs are a match for our Environmental Health and Electronic Health Records products.
* Partner with internal leaders to develop a plan to capture new business opportunities. Works on developing the plan to capture the opportunity and facilities the opportunity alert process.
* Writes, reviews, and delivers proposals to capture new business opportunities.
* Collaborates with internal subject matter experts to gather and obtain the necessary information to clearly articulate RFP winning strategies.
* Ensure proposal documents follow corporate branding guidelines, standard formatting, pricing models, and quality standards.
* Identifies and attends trade conferences that align with the growth plans of the Environmental Health and Electronic Health Records products.
* Travel to conferences and customer locations as needed.

**Minimum Qualifications:**

* Bachelor’s degree in business administration, marketing, CIS or a related field.
* 3+ years experience of software sales to government agencies, preferably in public health, or five years’ experience in an account executive role with sales responsibilities.
* Excellent communication and interpersonal skills, with the ability to build rapport and credibility with diverse stakeholders.
* Proficiency in Microsoft Office suite, including advanced skills in Word, Excel, and PowerPoint.
* Demonstrable business writing ability (grammar, punctuation, and vocabulary).

**Desired Skills**

* Familiarity with government contracting regulations, processes, and best practices.
* Experience in proposal management and RFP writing in the government contracting sector.

**Compensation**

* **Base** **Salary**: $70,000.00 - $85,000.00 – The final offer will be determined based on the candidates experience.
* **Commission**: Commission is provided for this position based on the progression and completion of successful projects. This position will earn commission based on the project implemetiation costs. The payout structure is based on when the customer pays for the completed milestone.
	+ The commission percentage is 5% of the total implementation cost per project.
	+ When the total implementation costs for the current year exceeds $400,000.00, the commission rate will increase to 7% for the remainder of the year.

CDP, Inc. offers a competitive salary, a comprehensive benefits package, and opportunities for growth and advancement within the company. Compensation for this position will include a base salary plus commission. We encourage you to apply today via our [website](http://www.cdpehs.com/careers). This position is a remote position and available immediately. This position is a full time exempt salary position.

**About Our Culture**

At our core, we value our relationships, both internally and externally. This means we respect everyone’s contributions. Our staff and customers have a seat at the table. We listen, we comment, and we decide our way forward based on what is best for all. Because we are a private company, we do not have public shareholders to report to. We do not have quarterly or annual financial targets to meet. Our relationships are paramount because they determine our long-term success. ***When everyone feels empowered, everyone succeeds.***

It is the policy of Custom Data Processing, Inc. to assure that applicants are considered and that employees are treated fairly during their employment, without regard to race, color, religion, age, physical or mental disability, sex, marital status, ancestry, national origin, veteran’s status, citizenship, pregnancy, sexual orientation, other protected activities, or any other characteristic protected by federal, state, or local law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; wages or other forms of compensation; selection for training, including apprenticeship, pre-apprenticeship, and/or on the job training; and ensuring and maintaining a work environment free of harassment, intimidation, and coercion at all sites and in all facilities at which employees are assigned to work.