

Business Development Coordinator

Job Ad



Job Posting Closing Date	November 25, 2022
Salary	\$55,000-\$65,000
Details	Full time, 40 hours per week Monday to Friday 8:00am – 4:30pm
Term	Full time one-year contract position with a potential opportunity to extend the term.

Position Summary:

Reporting to the Director of Member Services, and the Event Manager, the Business Development Coordinator, in collaboration with ASCHA's Team, supports ASCHA's Associate Members with a focus on implementing growth opportunities within the broader housing sector.

Responsibilities

The responsibilities will include but not be limited to:

- Providing support and assistance to ASCHA's Associate Members
- Development, implementation and evaluation of Associate Member Benefits and Programs
- Supporting activation of sponsorship strategies to maximize the Association's revenues
- Recruitment and retention of Associate Members
- Manage the business development for new associate members, to increase the services and support offerings to ASCHA's regular members
- Under direction of the Event Manager, provide support during ASCHA's annual Convention & Tradeshow, and other events as required
- Coordinate and grow ASCHA's Advertising Program
- Supporting the Director of Member Services, the department and the ASCHA team as required

Required Skills and Qualifications

- Excellent verbal and written communication skills
- Strong negotiating skills
- Excellent scheduling and organizational skills
- Excellent skills in summarizing information
- Working knowledge and practical experience of Microsoft Office Suite
- Strong skills in working with various software programs and platforms such, event registration software , online surveys, etc.
- Prior business development, sales and/or marketing experience is an asset
- Knowledge of community housing and the housing sector is an asset
- Professional, polite, and willing to meet the needs of others
- High personal motivation, self-management with exceptional attention to detail and work accuracy
- Ability to meet deadlines and track progress, problem solve and prioritize to meet strict deadlines
- Ability to execute multiple projects and priorities on time and in a flexible manner
- Ability to work in a dynamic and collaborative team environment
- Ability to develop, review, evaluate, coordinate, and implement member programs
- Ability to work effectively and independently in a fast-paced environment as a strong team player
- Proven track record in attracting and retaining corporate clients, rooted in long-term relationship development, not just short-term sales or high closing ratios

Education

- A university degree, college diploma, or equivalent experience within Business Development, Marketing, Sales or Stakeholder Relations.

The ideal candidate should be able to:

- Contribute to a safe, healthy and welcoming working environment
- Utilize team strengths to optimize the use of people's skills, knowledge and time
- Be collaborative, inclusive and innovative
- Enhance the Association's image with its members and stakeholders
- Maintain the confidence of the team in alignment with team values
- Be engaged and physically available for internal and external stakeholders
- Be passionate about achieving results for the Association in alignment with the strategic direction

ASCHA is committed to diversity, equity, and inclusivity, and works to cultivate a culture of respect throughout our entire association. We value input that improves our practices and policies, and continuously work to remove barriers that contribute to systemic inequities. We value a wide range of skillsets, experiences, and perspectives, and encourage anyone that shares a commitment to our core values and noble cause to apply.

Remote and hybrid work arrangements will be considered for this role.

How to apply

Email: ascha@ascha.com

Candidates must provide a Cover Letter with Resume to be considered for this position. Only those candidates selected for the interview will be contacted.