



Position Title: Business Development Specialist

We are searching for a detail oriented, highly skilled, and motivated Business Development Specialist to join our growing team! This position will work closely with leadership executives and focus on business development activities.

All Clear Emergency Management Group, LLC, is an experienced consulting firm that provides an array of emergency management and conference management services. All Clear works with our clients to provide customized Assessments, Planning, Training, Exercises, and Conference Management services. Our team of dedicated professionals works with clients across the United States. We are a 100% virtual company, and this is a work-from-home position that will support our staff and clients across the country.

Please take the time to find out more about us at www.AllClearEMG.com before applying for this position.

Required Experience:

- Minimum of 2-5 years of experience
- Bachelor's degree in marketing, business administration or related field
- Robust understanding of government procurement and bid management processes.
- Project management skills and the ability to work on multiple concurrent projects with various deadlines.
- Experience working closely with leadership executives to help drive and support business needs.
- Proven skills facilitating interactive planning meetings (virtual and in-person) according to an agenda, managing time, and including multiple presenters.
- Excellent customer service skills.
- Excellent communication skills in both written and verbal formats.
- Strong Microsoft Office skills – PowerPoint, Word, and Excel.

Preferred Experience:

- Previous experience as a consultant, marketing, or sales.
- ICS 100, 200, 700 and 800 certifications or the ability to obtain within six months of hire.
- Awareness level understanding of emergency management, healthcare preparedness and/or public health and safety.

This position requires:

- Communication with a variety of levels of people, across teams and disciplines.
- Detail-oriented project and task tracking.
- Continuous improvement of organization's business development processes.
- Setting prospecting calls and appointments with prospective clients.
- Driving weekly business development meetings reviewing opportunities and maintaining decision making documentation.
- Managing request for proposal questions and professionally written responses, submissions, and tracking.
- Gathering and analyzing information from a diverse set of sources for responding to requests

for proposals.

- Researching procurement sites and managing registrations for potential business opportunities and proposal submissions.
- Managing business marketing collateral including flyers, conference distribution materials, etc.
- Planning and preparing for and attending trade show events.
- Researching and submitting proposals for speaking opportunities for All Clear staff.
- Coordinating marketing content/social media posts through email newsletter and social media (i.e. LinkedIn).
- Meeting various deadlines and providing high quality work products.
- A flexible working style with ability to adapt to changing priorities and deadlines.
- The ability to work with staff and clients in different North American time zones.
- Self-directed work with limited oversight as well as work as part of a team.
- Domestic travel (estimated 5-10%) which may include weekends.
- Working from home in a dedicated, safe, work environment free from distractions.
- Valid and unexpired State drivers' license.
- Clean driving record, and able to produce a current clean driving record if offered the position.

Benefits:

- Full-Time exempt position.
- 100% virtual position (except when traveling).
- Available benefits include medical, dental, vision, 401k retirement plan and company match, paid holidays, and generous paid time off.
- Company-provided office equipment to include a laptop and cell phone.
- Hiring Range:
 - Salary range: \$55,000-\$70,000 commensurate with experience
- May be eligible for bonuses.

Don't meet every single requirement? Studies show that women and people of color are less likely to apply for jobs unless they meet every single qualification. All Clear is dedicated to building a diverse, inclusive, and authentic workforce. If you are excited about this role but your experience doesn't align perfectly with our requirements, we encourage you to apply anyway. You may be the right candidate for our team.

To be considered for this position, please email your resume and cover letter to jobs_businessdev@AllClearEMG.com. Name all documents beginning with your last name and then the document title (e.g., LAST NAME_Resume).

IMPORTANT: When submitting your resume, please submit answers to the following questions in the body of your email:

1. Describe how your professional experience would be beneficial to our company.
2. Describe your approach and philosophy to develop marketing to meet diverse client needs including emergency management, public health, and healthcare.
3. What is your required salary?

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

- To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.
- We thank all applicants for their interest, however only those selected for an interview will

be contacted.

- Principals only. Recruiters, please do not contact this job poster.
- Please no phone calls about this job.
- Please do not contact job poster about other services, products, or commercial interests.
- Relocation package is not available for this position.
- Candidates may be required to complete an application if their resume is considered for the interview process.