

Business Development Associate

Job Description

As a Business Development Associate you are a key player in growing the DeSantis Breindel business by supporting the management of our inbound pipeline from qualifying new leads to developing proposals and pitch presentations, to finalizing contracts and closing new deals. Reporting to the Director of Business Development and working closely with one of the Co-CEO/Co-Founders of the business, you will learn what it takes to grow and manage a pipeline and be an essential partner in fueling the business's growth.

This job will provide access to senior stakeholders both internally and externally, and will allow you to learn something new every day as you work with us to solve a variety of client challenges across many different industries. It will also be a great introduction to the world of brand consulting, providing you with the opportunity to grow quickly and see which areas of branding you are most interested in. If you are excited by the opportunity to make a real impact on the business by solving exciting challenges that don't always have a clear answer, and are someone who brings energy, collaboration, and strategic thinking to their work, we want to hear from you!

What you will do

- Respond to inbound inquiries and coordinate logistics throughout the new business process
- Manage pipeline in HubSpot, adding new leads and tracking deal flow to inform reporting
- Develop content for RFIs, RFPs, proposals, and presentations, including working cross-functionally with team members across our Strategy and Experience Design teams to craft approaches that solve our clients' challenges
- Act as a curator and knowledge manager of DeSantis Breindel new business material, including proposals, presentations and case studies

What we're looking for

- Strong written and verbal communications skills, especially when interacting with senior/executive stakeholders internally and externally
- Strong organizational and prioritization skills
- A self-starter who is not afraid to ask questions to get answers they need to progress their work
- Ability to multi-task and maintain great attention to detail
- A team player with a curiosity about brands and how they can be used to solve business problems
- Proven knowledge and usage of Microsoft Office tools (PowerPoint, Word, Excel)
- Career development goals in business development, strategy, or account management

Nice to have

- Experience using HubSpot or other CRM service
- Knowledge of B2B industries
- Entry level to two years' experience of relevant experience (including internships)

About DeSantis Breindel

We're a leading independent B2B brand strategy and experience design firm, a dynamic team of strategists and designers, thinkers and doers, leaders and game-changers. We believe that B2B brands help marketing and business leaders drive transformation, so we work together with our clients to build brands and experiences that engage clients, influence prospects, rally employees, and inspire investors. From our base in New York City, we collaborate with clients around the world to turn critical inflection points into platforms for growth.