

## Business Development Manager

Join our growing team working to build stronger communities in Appalachia! Fahe is on a mission to eliminate persistent poverty. Our unique collaborative model connects a Network of local, regional, and national leaders, all working together to uplift our nation's rural places. Since our inception in 1980, the Fahe Network has served more than 610,794 people, made \$908.2 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

### **Job Summary**

This position is responsible for identifying new opportunities, maintaining and building new relationships, managing leads, research new types of grant funding and analyzing market trends.

### **Essential Duties and Functions:**

- Believe in and work toward Fahe's mission of eliminating persistent poverty in Appalachia.
- Ensure Fahe's commitment to our client's by delivering a high level of project completion and performance.
- Brainstorm with Strategic Programs and Management team to create new project strategies.
- Facilitate Member Engagement meetings that are focused on a variety of topics around education, leadership, healthcare and housing.
- Regularly attend Member Caucus meetings in the Fahe service region.
- Identify potential funding sources, programs and projects that would meet Fahe Members current and future strategic plans.
- Manage company, client and Member expectations.
- Arrange business meetings and one-on-one conversations with prospective clients.
- Attend networking events with Members, Partners and potential clients.
- Serve as liaison between department and Communication team.
- Maintain relationships with Members, existing clients and existing partners.
- Work independently and have the drive to identify where Fahe should be focused.
- Build trust and long-term relationships with Members and clients.
- Manage records of sales, revenue, and other important data.
- Make professional decisions in a fast-paced environment.
- Motivate team members to exceed expected goals.
- Present ideas and activity to management and executive team members.
- Research market and industry trends.
- Manage small to medium size projects.
- Perform grant writing and application submissions.
- Perform other duties as necessary.

### **Requirements for this position include:**

- Bachelor degree or master degree in business or related field.
- Experience using computers for a variety of tasks.
- Excellent writing skills.
- Project management skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Proven experience in relationship building.
- Willingness to travel 25% of the time.

### **Preferred Education and Experience:**

- Direct experience working with federally administered grants Experience and interest in networking with community stakeholders and government officials at the state and local level.
- Experience with non-profit organizations.

For the past three years, our staff nominated Fahe as one of the top 100 Best Places to Work in Kentucky. Fahe is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of eliminating persistent poverty in Appalachia. We offer a diverse work environment with competitive salaries and excellent benefits. Visit [www.fahe.org](http://www.fahe.org) to learn more about Fahe.

Qualified candidates may submit a resume and cover letter to [hr@fahe.org](mailto:hr@fahe.org) or mail to Fahe/ATTN: Human Resources; 319 Oak Street; Berea, KY 40403.