

# Director of Business Development

## Job Details

Level	Management
Job Location	The Arc San Francisco
Position Type	Full Time
Education Level	BA or BS, MBA or graduate degree preferred
Job Category	Nonprofit - Social Services

## Organizational Summary

The Arc San Francisco is a non-profit service and advocacy organization for adults with autism, Down syndrome, cerebral palsy, intellectual and developmental disabilities and their families. We serve more than 800 participants of diverse backgrounds, ages and disabilities, living in San Francisco, Marin, and San Mateo counties. Our mission is to partner with adults with developmental disabilities as they design their futures and transform our communities through lifelong learning and self-determination. To that end, we provide a range of services relevant to all areas of adult life, from independent living support to skills building, workforce development, and creative arts. As a true community partner, we believe in educational outreach, the power of business partnerships, and the importance of being a reliable resource for families, supporters, public policy makers and all those who share our vision of creating a more informed and inclusive community where we can all thrive.

## Position Summary

The Director of Business Development is responsible for deepening The Arc SF's existing business relationships as well as seeking out and engaging in new partnerships. This role is also responsible for the leadership and execution of The Arc SF's consulting practice, Radian Disability Advisory. Radian Disability Advisory offers training, program design, best practice and talent acquisition for business partners throughout the Bay Area, focused on belonging and inclusion of people with developmental disabilities. This role will cultivate and steward relationships with corporate, clinical, and education partners, designing engagement plans and budgets, building new business, partnering with program experts, and growing the impact of our consulting practice.

## Essential Duties and Responsibilities

- **Partnership Creation:** Lead the development and execution of training and program design to increase inclusion and understanding of needs of the disability community with corporate, clinical and educational partners. Work with community partners, board and other stakeholders to build a diverse network of paid partnerships.
- **Increasing Revenue:** In partnership with Senior Director of Advancement and Program leaders, create and execute increased revenue production plans, sales efforts and partner retention.

**Qualifications:** To perform the job successfully, an individual should exhibit the following competencies:

- **Strategic Thinking:** Develops strategies to achieve organizational goals; identifies external and internal opportunities; adapts strategy to changing conditions
- **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others
- **Administrative Management;** Top notch organizational skills in non-profit, corporate relations or workforce development services setting.
- **Innovation:** Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas
- **Communication:** Accessible and dynamic presenter both orally and in writing. Adept at adjusting messaging for audience needs.
- **Judgment:** Exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles
- **Adaptability:** Adapts to changes in work duties and organizational structure
- **Problem Solving:** Identifies and resolves problems in a timely manner, works with others to solve complex problems
- **Customer Service:** Ability to work comfortably with diverse populations, with sensitivity to issues concerning developmental and all disabilities. Responds efficiently and cordially to requests for service and assistance interdepartmentally.

## Knowledge, Skills and Experience

- BA or BS or commensurate experience required; MBA or graduate degree in non-profit administration preferred.
- Minimum of 5 years of related experience in in corporate relations/partnership, sales or administration in the non-profit sector.  
Experience in partnering with external partners

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Repetitive key board use, phone use, walking, standing, bending stooping and direct client interaction.

### ***The Arc San Francisco is an Equal Opportunity Employer.***

The Arc San Francisco is committed to equal opportunity in the terms and conditions of employment for all employees and job applicants without regard to race, color, religion, sex, sexual orientation, age, gender identity or gender expression, genetic information, marital status, national origin, disability, citizenship or veteran status. We will consider qualified candidates with criminal histories in a manner consistent with the requirement of the San Francisco Fair Chance Ordinance.