



Business Development Manager Position

Reports to: Director of Economic and Community Development

Supervises: Business Navigators

Position Level: Full Time (Monday – Friday and some weekends)

Compensation: Salary \$55,000 - \$60,000 DOQ + Benefits

Full Job Description

ACER's Economic Development work is growing in the northwest suburbs, and we are looking for a strong, detail-oriented New Business Development Manager to support various industry-specific tasks to help ensure businesses receive the best support to grow their businesses and pass policies to ensure access to opportunities to micro-businesses runs efficiently. Our formula for success is to meet our businesses where they are and guide them through business development processes to meet their needs first.

The purpose of this position is to ensure smooth day-to-day operations of our Business Development programs. The position requires the individual to project manage economic and community development contracts, and perform industry-specific tasks such as technical assistance with micro-grants and loans application submission, and client service work.

The Organization: The African Career Education & Resources, Inc. is the leading issue-based community organization working to uplift and amplify the African Diaspora to build power for systemic change that advances racial and economic equity in communities

Key Qualifications, Skills, and Abilities

- Bachelor's degree in Business, Sales, Real Estate, Construction, or related experience that demonstrates the knowledge and ability to perform the work.
- Minimum 2 years proven working experience as a business development manager, sales executive, or relevant role.
- Strong business development and business support background.
- Take a self-directed initiative, Process-driven, Strong follow-through.



- Proficiency in MS Office, Outlook, and CRM software (e.g., Salesforce) or related area.
- In-depth attention to detail concerning all aspects of the development process and financial impact.
- Real estate or construction-related sales and/or development experience and knowledge desired but not required.
- Effective time management, planning, and prioritization skills.
- Excellent task management and organizational skills.
- Effective interpersonal, listening, and communication skills (written and oral) and ability to build rapport.
- Strong focus on client satisfaction with a collaborative and positive demeanor.
- Ability to meet shifting demands and communicate changes promptly.
- Promotes and adheres to the organization's mission, vision, and values; policies, and applicable laws fairly and equitably.

Summary of Primary Job Responsibilities and Duties

- Work closely with the Economic & Community Development team to prioritize day-to-day operations and ensure smooth delivery of services from start to finish.
- Secure new clients by promoting the organization's products and services.
- Manage the micro-grant and micro-loans application process for all qualified clients.
- Lead and supervise Business Navigators on best practices and strategies for outreach, engagement, and tracking to address or predict clients' objectives.
- Build long-term relationships with new and existing business clients.
- Arrange weekly and monthly business calls and schedule other outreach initiatives for current, and prospective clients.
- Help plan and facilitate business development programs and events.
- Positively represent the organization in all client interactions and project management opportunities. Scope and contract development, and execution, including facilitation and participation, as needed.



- Conduct research to identify business client issues and concerns to create policies and solutions in the economic ecosystem.
- Perform additional responsibilities related to the success of the organization

How to apply:

Applicants should provide the following information:

- A cover letter stating your interest, availability, and general qualifications
- A resume outlining your education, skills, and experience
- Please include three references

Please submit your complete application via email to dbutler@acerinc.org, with the following subject line: “your name – Business Coordinator”