



# POSITION DESCRIPTION

POSITION	
<b>Vice President of Business Development</b>	
CLASSIFICATION	
Exempt - Full Time Position	
REPORTS TO	DIRECT REPORTS
President	0

**JOB SUMMARY**

The Vice President of Business Development will play an important part in Block by Block’s strategy for not only expanding our presence in downtown districts, but also helping fulfill our interest in diversifying into new segments. This position will oversee and manage the cultivation of new business relationships, while maintaining a strong collaborative approach with members of our operations team. This position is highly unique as it will allow the selected candidate to interact with organizations and people from all across the United States in a variety of public space settings.

- ESSENTIAL FUNCTIONS**
- **FUNNEL DEVELOPMENT/PROSPECTING** – work with the President to develop key targets for growth in a variety of business segments across the country that would benefit from our operating model and approach to delivering Ambassador Services. Much of this will include not only identifying prospects, but educating potential buyers of our services through:
    - In-person meetings (depending on opportunity size)
    - Virtual meetings (as appropriate)
    - Trade shows
    - Networking events
  - **LEADING THROUGH THE SALES PROCESS** – as viable opportunities present themselves this person will be responsible for developing the strategy for messaging (in collaboration with the operations team), crafting our response, developing proposal documents (with our Marketing and Communications Manager), leading presentations and responding to required follow up as part of a formal RFP process or part of an informal procurement process. Steps of the sales process will be documented in the Salesforce CRM.
  - **EXECUTION OF OUR MARKETING STRATEGY** – Will work collaboratively with our team (particularly our marketing and communications team) to develop our branding and messaging campaigns and materials, which will likely vary by product segment.

- REQUIREMENTS**
- **INDUSTRY EXPERIENCE** – The ideal candidate will have one or more of the following experiences:
    - Experience in being part of or working with or for municipal governments or governmental organizations
    - Experience in or working with or for business improvement districts (or similar organizations)
  - **TECHNOLOGICAL** – Must be comfortable and proficient with a wide variety of MS Windows based products, but particularly proficient in the basic MS Office suite of products (Word, Excel, Outlook, PPT), along with Salesforce and Block by Block’s SMART System (training provided on both)
  - **COMUNICATION** - Must be able to speak, read, and write the English language
  - **BUDGET** – experience in developing and or managing through budgets
  - **EDUCATION/EXPERIENCE** – will evaluate candidates based on a mix of education and relevant experience

### LOGISTICS

- **TRAVEL** – Extensive travel is required of this position. Candidate must be aware that travel requirements could be 3-4 days per week in most weeks. During travel it should be expected that workload, such as proposal and presentation development, is maintained in order to meet deadlines.
- **EMPLOYMENT BASE** – we can be flexible in where the position is based; however, preference will be given for the following:
  - Being located in Louisville, KY (where our Field Support Center is located)
  - Being close to an airline hub (ex: Atlanta, Detroit, Chicago, Dallas, etc.)
  - The base must however be within 30 – 45 minutes of an airport with good air service
- **EXPENSES** – Candidate will be issued a company credit card for all business related travel expenses

### COMPENSATION

- **BASE SALARY** – Generous base salary
- **COMMISSION STRUCTURE** – arranged so that MEETING attainable, annual growth objectives would add significant additional compensation. EXCEEDING growth expectations would provide additional, significant earnings potential, which includes incentives for reaching various thresholds ABOVE the annual growth objective.
- **HEALTH/DENTAL** – significant contribution of ‘employee only’ coverage with option for adding dependents
- **HOLIDAYS** – 8 paid
- **VACATION** – Two weeks of paid vacation immediately upon hire, three weeks of paid vacation after three years
- **LIFE INSURANCE** – Option to purchase group life insurance
- **LONG TERM DISABILITY** – Paid by the company
- **SHORT TERM DISABILITY** – Voluntary and paid by the employee
- **BIRTHDAY PAY** – After one year of service

### ABOUT BLOCK BY BLOCK

Block by Block is the leading provider of safety, cleaning and hospitality services to public spaces throughout the United States. Based in Louisville, Kentucky Block by Block has defined every aspect of its operating model to deliver highly flexible services to improve the cleanliness, safety and friendliness of downtown improvement districts, parks, college campuses and similar environments.

By starting with a philosophy of ‘hire for personality and train for skills’ we select and train all front line staff members to be Ambassadors of the public space they are assigned to. After hiring and selecting employees we then employ the model of ‘treating employees the way we want to be treated’ in order to attain high levels of staff retention, which are unprecedented in the service industry. For more information visit [www.blockbyblock.com](http://www.blockbyblock.com).

### TO INQUIRE OR APPLY

For inquiries – please contact Blair McBride (502)664-5590 or [bmcbride@blockbyblock.com](mailto:bmcbride@blockbyblock.com).

To apply please submit a cover letter outlining interest and a resume to [bmcbride@blockbyblock.com](mailto:bmcbride@blockbyblock.com) All submissions will be held in confidence.