

Job Description



Job Title: Business Outreach Manager

Classification: Exempt

Department: Business Services

Reports to: BBB Serving Central Oklahoma President/CEO, Kitt Letcher

Duties and Responsibilities

Program

- Research civic/community organizations in 50 county service area to host speaking opportunities
- Coordinate, schedule and provide details to civic/community organizations
- Attend and support at speaking engagement as available.

Administrative

- Provide after event support by inputting business card contacts into Interactive Blue and follow up with host with appreciation note
- Monitor, report and deliver core metrics accountabilities assigned to Business Services Department to CEO for monthly board reports
- Contribute to annual strategic planning, regular business planning and budget planning sessions with CEO and leadership team
- Develop and maintain strategic community, business and inter-agency partnerships
- Work in harmony with the Marketing/Communications department to maximize the positive impact of the BBB brand
- Hire, train and supervise team members and interns in the Business Services Department

Community Involvement

- Participates actively in business and community affairs through networking events, seminars, workshops and continuing education
- Maintains appropriate connections with business, consumer, and government organizations to ensure that accredited businesses and the public are appropriately and completely served
- Makes contacts within the community to further the objectives of the BBB and to obtain resources that are unavailable through the BBB's internal funding

Job Description



- Cultivate and maintain Chamber partnerships in the Central Oklahoma service area

Qualified Candidates Will Have The Following Types of Experience:

- 6+ years in a business development, sales and/or operation role
- 4+ year supervising and managing employees, including interns
- Proven experience (that can be quantified and shared) in helping grow and retain business
- Experience in both managing and developing programs, services and/or products to grow and retain business
- Networking and building relationships with vendors, community partners, etc.
- Ability to multi-task and work autonomously with one's team

Core Values of BBB of Central Oklahoma:

- **Authenticity** – We expect all team members to show up and yourself. Be the person at work that you are in social and family settings. Bring your whole self to BBB.
- **Integrity** – Be honest and ethical.
- **Adaptability** – Have an insatiable curiosity and ability to change as needed. We are always looking for opportunities to grow and be better. We welcome change in order to do that.
- **Collaboration** – We work in a team environment and encourage collaboration across all departments and all levels of leadership.
- **Accountability** – Walk the talk.