

PROVOC™
For
Your
Voice

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BUSINESS DEVELOPMENT ASSOCIATE

PROVOC is seeking a Business Development Associate to add to our growing team. The Business Development Associate will contribute to the general growth of our business through development of new and expanding accounts. They will rely on experience and judgment to plan and accomplish goals, and will perform a variety of tasks. They will work under general supervision of the Business Development Director, but with a certain degree of creativity and latitude.

Primary Job Duties:

- ▲ Work closely with the Business Development Director to identify and help to develop strategic relationships with partners or potential clients
- ▲ Assist in the development of a strong pipeline of new clients and projects in accounts through direct or indirect client contact and prospecting
- ▲ Manage the proposal and contracting process by gathering and synthesizing estimates, preparing project plans and statements of work, and securing signed documentation
- ▲ Work with creative team to report new developments in the business pipeline and communicate specific client business objectives associated with new projects
- ▲ Work with marketing, sales, and product development teams on business development initiatives
- ▲ Work with Project Management to effectively transfer information necessary for initiation of projects
- ▲ Maintain and update system of templates and files for all business development related documentation

(Complete responsibilities to be determined during hiring and on-boarding process.)

Requirements:

- ▲ A bachelor's degree in business, finance or marketing
- ▲ 0-3 years of experience
- ▲ Familiarity with standard concepts, practices, and procedures within our industry a plus.

Send cover letters and resumes to: info@provoc.me

About PROVOC:

PROVOC is an award-winning visual communications firm. As a certified B Corporation, we work primarily with socially progressive organizations. Our clients hire us to discover their brands; be current with the latest design, web development, and marketing trends; focus on their brand and campaign planning, strategic thinking, and concept development; and efficiently and effectively execute their campaigns and projects. We offer an energetic, vibrant, family-friendly, progressive work environment, and excellent benefits.

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