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***POSITION AVAILABLE***

JOB TITLE: **BUSINESS DEVELOPMENT SPECIALIST**

The Business Development Specialist is responsible for obtaining industrial and service contracts sufficient to meet the organization's financial and service objectives. Duties also include participating as a member of the production team, assisting with job start-up and assisting with public relations activities to familiarize the business community with MMI services. This position reports to the CEO.

**MINIMUM QUALIFICATIONS:** Two years demonstrated success in a relevant sales position. Excellent professional attitude and appearance. Outstanding interpersonal communication skills, including grammar, spelling, written composition, and oral presentation. Must have an established business network, and the ability to network effectively with others to develop and maintain business and professional relationships. Must be able to develop relationships with businesses to promote our three partnership models. Must be able to develop a business plan, and be familiar with market research. Good numeric computation skills. Ability to project a positive image of MMI to the business community, internal staff, and customers. Computer literate. Must have reliable transportation, good driving record, and be able to travel within the region and state on a regular basis.

**PREFERRED QUALIFICATIONS:** Degree in marketing, business, or related field. Experience in production, knowledge of bidding practices, cost development or contract negotiations. Active involvement in the local business community.

**NOTE:** Internal candidates should note that past performance reviews will be used in the selection process. Employees who have received disciplinary action within the past year may be excluded from the interview process at the discretion of the Human Resource Department. Employees who do not meet MMI attendance requirements will not be interviewed.

AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES. MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.