

HARPER INTERNATIONAL

POSITION DESCRIPTION

The Position Description is the tool used by Harper International to communicate and clarify the essential job functions, establish the basis for performance expectations, and identify training needs for each position.

Part I - Reporting Structure

Job Title: Business Development Manager

Reports To (Position): President

Completed By: VP Marketing

Last Revision Date: Apr, 2014

Department: Sales & Marketing

Supervises (Positions): 0

Status: Exempt

Part II – Position Objective

To advance the organization's goals by leading the evaluation, selection and development of new technical and commercial business strategies, partnerships, programs and agreements. Drive internal coordination, communications, and resource alignment; responsible for end-to-end execution of strategies that strengthen Harper's market position. Build, evaluate, restructure, and manage relationships with external sales entities representing the Harper brand. Focused on building and maintaining strong relationships across the industry spectrum and ensuring proper representation of Harper's success in all activities.

Part III – Job Responsibilities

Essential Duties

1. Identifies short, medium and long-term business development strategies and positions aligned with company goals and objectives through networking, relationship management, event participation, publications, research, memberships
2. Proposes and designs partnerships and programs with external organizations, including governmental, academic, non-profit and other, securing relationships with key decision makers within the organizations
3. Champions formal agreements to execute on proposed developmental strategies; Delivers analysis of risks and benefits; Coordinates the on-time completion of submission packages and other information requirements to external entities
4. Conducts industry, competitor, and technology research studies coordinated with sales, marketing and management team to identify opportunities for strategies to support company goals and objectives
5. Drives optimization of external sales entities representing the Harper brand, in alignment with targeted geographical, technology and end market opportunities; Manages their objectives and activities to support internal sales and marketing efforts
6. Acts as lead representative/liaison of the company to external organizations previously identified; Effectively presents technical and commercial information; Ensures flawless flow of communication and representation of Harper aligned with corporate brand identity

7. Contributes to the evolution and refinement of the company vision and strategy through acquisition of critical intelligence on markets, technology, competitors, trends

IV – Knowledge, Skills, Education

1. BS degree in Business Administration or Chemical, Ceramic or Material Engineering: MBA preferred
2. Domestic and international travel required; 25-50%
3. Eight to fifteen years of related experience preferred, but relevant combination of prior experience and market knowledge will be considered.
4. Candidate must be outgoing and possess a strong networking and interpersonal skills
5. Ability to define problems, collect data through interpretation a variety of technical inputs, reports and discussions, and reach sound technology and commercial conclusions
6. Requires strategic planning skills and ability to translate corporate goals and objectives into realistic business development plans
7. Working knowledge of all Microsoft Office software
8. Ideal technical knowledge/experience would include materials, ceramics, chemical, composites. Knowledge of capital equipment process markets and ideally thermal process systems preferred.

V- Work Environment

1. Office environment, majority of time to be spent at a computer or on the phone
2. Some walking in between buildings is required
3. Travel to offsite meetings and trade expos is required

VI - Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk. The employee is frequently required to sit, use hands, reach with hands and arms, talk and hear. The employee is occasionally required to stand.