

POSITION DESCRIPTION

Business Development Associate

Title: Business Development Associate

Company: Annual Giving Network

Location: Boston, MA area (some flexible/remote work arrangements may be considered)

The *Business Development Associate* plays a key role in generating new business and expanding AGN's programs and services to a larger number of educational institutions. The ideal candidate will be a relationship-builder who connects with leaders and decision-makers and knows how to navigate through advancement departments at colleges, universities and independent schools. Experience in sales, account management, or frontline fundraising are desirable for this role.

RESPONSIBILITIES

- Developing and implementing a plan to acquire new institutional members and upgrade existing ones.
- Cultivating relationships with advancement leaders and decision-makers at educational institutions.
- Identifying leads and conducting outreach to secure virtual and in-person prospect meetings.
- Presenting information about AGN programs and services to current and prospective members, and collecting feedback and information regarding their needs and interests.
- Drafting, submitting, and following up on proposals for new business.
- Writing and disseminating prospect and customer contact reports.
- Conducting market research and helping to develop programs and services that fulfill member needs.
- Representing AGN at industry conferences and events.
- Other duties as assigned.

QUALIFICATIONS

Bachelor's degree required. Master's degree and experience in educational fundraising preferred. Must be highly organized and detail-oriented with strong writing and communication skills, a sense of humor, and a willingness to be flexible and patient in the context of a small and growing business. Working knowledge of Google Workspace, MS Office, Zoom, Salesforce, Pardot, SurveyMonkey, or comparable platforms is required. Must be able to travel occasionally and work evenings and weekends as needed.

ABOUT AGN

As the world's leading resource for annual giving programs, AGN helps educational institutions develop sustainable sources of philanthropic support. We're proud to have served thousands of colleges, universities, and independent schools through our research, training, and consulting services, and through our membership program, which provides ongoing access to professional development. Learn more at [AnnualGivingNetwork.com](https://www.annualgivingnetwork.com)

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