



POSTED: November 11, 2022

Business Development Coordinator
\$45,000-\$48,000

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empower individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Business Development Coordinator is responsible for the sales and delivery of customized contract training and technical assistance to meet the training needs of regional businesses, industries, community groups and governmental agencies. The Business Development Coordinator promotes all Workforce & Economic Development training products and services, noncredit and credit pathways and builds relationships with community organizations and businesses.

Responsibilities:

1. Contacts and develops relationships with key decision makers within new and existing customers to provide training solutions and procures contracts for instruction, customized training and technical assistance.
2. Analyzes the occupational training needs of district businesses, industries, community groups and governmental agencies and serves as an educational training consultant to connect needs to College resources.
3. Works with full and part-time faculty to develop relationships with new and existing customers through joint relationship building and follow-up.
4. Develops and completes the Contract for Service agreement with the customer
5. Meets pre-established goals for various job performance parameters including but not limited to: revenue generation, number of contracts, new product development, customer satisfaction, and individual professional development plans.
6. Works in conjunction with workforce and development staff in design, development, production and implementation of advertising and promotional materials for division initiatives.
7. Serves on appropriate district and statewide committees and community organizations as supported by the college.

8. Develops, improves, and enhances professional knowledge and skills by attending workshops and seminars, reading journals and publications, participating in professional organizations, and related activities.
9. Other duties as assigned

Qualifications:

- Bachelor's degree required; Masters preferred.
- A minimum of two years' successful industry outside sales experience which includes working with human resources or key management decision makers.
- Ability to communicate effectively including one-to-one oral communications, public speaking and written communication.
- Familiarity with North Country business communities as consumers of educational services. Knowledge of adult learning and instructional processes at a community college preferred.

To apply:

The search will remain open until the position is filled. Please submit a letter of application, resume, and a CCC application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College

136 Clinton Point Drive, Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary