

**METRO WASTE AUTHORITY
POSITION DESCRIPTION**

Business Development Manager

Incumbent's Name:	Department: Administration
Title: Business Development Manager	FLSA: Exempt
Date: September 2020	Reports To: Executive Director

PURPOSE OF POSITION

Develop strategy for sustainable organizational growth through optimization of current assets and identification of untapped resources. Work with new and existing customers, strategically identify important markets, and cultivate relationships to achieve MWA's vision of "No Wasted Resources." Manages Business Marketing Coordinator and Contract Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. Duties and responsibilities are listed to reflect a sense of key priority. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Evaluates assets, develops strategy and pursues opportunities for short- and long-term growth, leveraging cross-departmental teams to assess current programs, methods, partners, and services. Drives organizational goals pertaining to new programs, services, and utilization of resources. Collaborates with Recycling Administrator and Solid Waste Administrator to identify untapped resources and develop execution plans.
2. Leads the charge on developing, implementing, and managing all Metro Waste Authority business plans. Responds to unsolicited proposals, vets them against organizational goals and industry demands, and communicates potential projects to appropriate stakeholders.
3. Enhances value to existing customers and continually identifies and develops new customers by pursuing opportunities with strategic targets that align with organizational goals.
4. Builds and leverages relationships to find new markets and innovative solutions to keep materials out of the landfill. Identifies and evaluates partnerships through direct prospecting, networking, attendance, and participation with various industry professional groups and networking associations to generate new opportunities.
5. Conducts studies, gathers and analyzes data from various databases and sources, develops reports, summaries and develops visual representations for internal and external stakeholders. Conducts departmental analysis and special studies to implement quality service and process improvements.
6. Responsible for cultivating existing, and finding new, end-markets for shingles, compost, tires, cardboard and other materials from waste and recycling programs. Negotiates contract terms and communicates to all stakeholders throughout the development and

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execution of programs or services. Responsible for managing any commodity generated by MWA programs and services.

7. Responsible for the development and launch of new programs. Determines paths available to pursue new programs and services and applies appropriate risk assessment. Seeks opportunities to enhance existing, or the development of new, programs and services, especially in building relationships to acquire materials for Metro Waste Authority's Materials Recovery Facility.
8. Serves as project/grant manager for all MWA grants.
9. Provides oversight and guidance for MWA's residential and commercial contracts. Works closely with Contract Coordinator to create and implement a system of maintaining contracts and developing a sustainable business model.
10. Guides priorities for the Business Marketing Coordinator to create sales and marketing collateral necessary for obtaining prospective customers and the development of programs and services.
11. Analyzes data and information from internal and external sources to create actionable insights that drive business development decisions.
12. Serves as subject matter expert for waste and recycling industry. Monitors industry trends, new technologies, and market research.
13. Establishes and maintains effective working relationships with the public, key government officials, MWA member community officials, and represents MWA in the business community as appropriate. Promotes positive employee morale and assists in driving change throughout the organization.
14. Understands the EMS policy and what it means to MWA. Understands how position and job responsibilities impact the environment and what can be done to improve them. Recommend improvements through the Suggestion Box or to the EMS Core Team or the MWA Management Team in cases where you do not have the authority to make improvements.
15. Demonstrates an understanding of MWA's values (Leadership, Integrity, Positivity, Teamwork, and Innovation) and applies them to the position, and assigned responsibilities, as well as to all interactions with customers and co-workers.
16. Performs other special projects, duties and responsibilities as assigned.

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MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Position requires:

- A Bachelor's Degree in marketing, business management, or related field.
- Three to five years of job-related experience preferred.
- Valid driver's license.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Position requires:

- Sufficient dexterity and eye, hand, and finger coordination to operate computer and other office equipment.
- Regularly reaching and handling objects weighing one pound, and lifting and carrying objects weighing up to ten (10) pounds.
- Frequently walks and drives a vehicle

Cognitive Demands

Position requires:

- Extensive working knowledge of all controlling environmental regulations including technical and legal permit/regulatory requirements, permit application, and all other specific design and operating conditions.
- Personnel management, including understanding relevant to personnel policies and procedures, union contract provisions, and the ability to train and motivate employees.
- Accounting, finance, and budgetary procedures, including the ability to perform short- and long-term financial analyses in developing plans and managing operations, and to predict and correct trends.
- Strong prioritization and analytical skills.
- Project management, including the ability to identify and develop major capital projects and manage such projects from conception to completion.
- Sales/marketing, including the ability to monitor market conditions to achieve maximum pricing for municipal and residual solid waste, set internal and external pricing, and identify, analyze, and react to external events that affect operations.
- Ability to analyze data from multiple sources and create actionable insights to drive business decisions.

Language Ability and Interpersonal Communications

Position requires:

- Direct telephone and written interaction with federal, state, and local regulatory officials, senior staff, MWA Board of Directors, industry professionals, including customers and contractors, and the general public in the provision of program services.
- Motivating direct reports and other employees in safety, regulatory compliance, and customer care functions.

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Environmental Adaptability

Position requires that:

- Work is generally performed in a climate controlled office environment.
- All operations are carried out at the landfill, compost center, and transfer stations, and are subject to potential hazards including toxic agents, odors, dust, moving machinery, and extreme heat and cold temperatures. However, the potential for serious injury is minimal.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that the additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek.

Employee Signature

Date

Department Head

Date

Metro Waste Authority is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Metro Waste Authority will provide reasonable accommodation to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.