Simplify, Strengthen, and Grow
YOUR BUSINESS

Business Development
Career Ladder

AVITUS GROUP
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BUSINESS DEVELOPMENT CAREER LADDER

Executive Vice President of Business Development
Vice President of Business Development
Business Development Director
Business Development Manager
Senior Business Development Specialist
Business Development Specialist
Business Development Associate
Business Development Coordinator
Business Development Intern
Brief Job Summary

The Business Development Intern’s time will be spent learning about Avitus Group’s business offerings and interacting with the Business Development team to gain a full understanding of developing and maintaining relationships with new and existing clients. The Business Development Intern will have opportunities to provide support and solutions as well as gain field experience and business understanding.

Skills & Attributes

- Proven passion to ensure follow-through with business owners; confidence to successfully portray Avitus Group’s services; high level of innovation; ability to empathize; open to feedback and constructive criticism

Education

- High School Diploma or Equivalent; Must currently be enrolled in a college program

Experience

- 2+ years general business experience preferred

Position Level

- Entry level reporting to Senior Business Development Specialist or Business Development Manager
The Business Development Coordinator is responsible for identifying, qualifying and contacting potential Avitus Group prospects. The role is responsible for tracking individual production with the use of various software. Additionally, the Business Development Coordinator is responsible for coordinating meetings between the prospect and the Business Development team.

**Skills & Attributes**
- Strong written and verbal communication skills; ability to follow a structured process; persistence and dedication to meet clearly defined objectives

**Experience**
- 0 – 2 years basic business knowledge

**Position Level**
- Entry level reporting to Business Development Manager or Business Development Director

**Education**
- High School Diploma or Equivalent
**Brief Job Summary**

The Business Development Associate is responsible for searching for prospective new clients in addition to meeting with and building relationships with business owners to inform them of Avitus Group and the business offerings that we provide. Annually, and with the assistance of the Business Development Manager, this role is responsible for delivering 12 co-employer proposals (with at least six closes), 8 Avitus Business Services proposals (with at least four closes), and 16 Avitus Payroll quotes (with at least four closes).

**Skills & Attributes**

- Must have a healthy ego (not pushy or aggressive); proven resilience;
- ability to provide innovative ideas;
- high-level of comfort with being coached; self-motivated; proven dedication to self-improvement

**Position Level**

Entry level reporting to Business Development Manager

**Experience**

0 – 2 years basic business knowledge

**Education**

High School Diploma or Equivalent
Brief Job Summary

The Business Development Specialist is responsible for searching for prospective new clients in addition to meeting with and building relationships with business owners to inform them of Avitus Group and the business offerings that we provide. Annually, this role is responsible for delivering 16 co-employer proposals (with at least eight closes), 16 Avitus Business Services proposals (with at least eight closes), and 16 Avitus Payroll quotes (with at least eight closes). The Business Development Specialist is also responsible for generating at least $100,000 in combined annual co-employer admin and ABS/Avitus Payroll revenue.

Skills & Attributes

- Highly resilient personality; demonstrated ability to achieve departmental standards while receiving ongoing constructive feedback; ability to consistently seek new ways to generate business opportunities to Avitus Group; self-motivated; proven dedications to self-improvement

Experience

- High School Diploma or Equivalent

- With the assistance of a Business Development Manager, must have delivered 30 co-employer proposals (with 15 closes), 24 ABS proposals (with 12 closes), and 48 Avitus Payroll quotes (with 12 closes) on an annual basis

Position Level

Developing level reporting to Business Development Manager
**Brief Job Summary**

The Senior Business Development Specialist is responsible for searching for prospective new clients in addition to meeting with and building relationships with business owners to inform them of Avitus Group and the business offering that we provide. Annually, this role is responsible for delivering 16 co-employer proposals (with at least eight closes), 16 Avitus Business Services proposals (with at least eight closes), and 16 Avitus Payroll quotes (with at least eight closes). The Senior Business Development Specialist is also responsible for generating at least $100,000 in combined annual co-employer admin and ABS/Avitus Payroll revenue. As an added level of leadership, the Senior Business Development Specialist will be responsible for interviewing, hiring, training, and managing Business Development Interns.

**Skills & Attributes**

- Highly motivated; ability to be constructively coached; proven ability to seek and develop relationships; high-level of understanding of all business offerings; self-motivated; creative and forward-thinking mindset; ability to be self-managed

**Education**

- High School Diploma or Equivalent

**Experience**

- Must have delivered 32 co-employer proposals (with at least 16 closes), 32 ABS proposals (with at least 16 closes), 48 Avitus Payroll proposals (with at least 12 closes), and a minimum of $300,000 combined co-employer admin and ABS/Avitus Payroll revenue on an annual basis

**Position Level**

- Experienced level reporting to Business Development Manager
**Brief Job Summary**

The Business Development Manager is responsible for leading and directing a team of individuals who will seek and meet with prospective business owners to inform them of Avitus Group’s business offerings. This role is responsible for the development and maintaining of a team while ensuring business goals are effectively achieved. Additionally, the Business Development Manager will be responsible for producing business as an individual.

**Skills & Attributes**

Strong leadership skills; strong understanding of co-employer pricing and profitability requirements; thorough knowledge base of operational processes; ability to create and maintain good working relationships with sales and operational staff; thorough understanding of unique sales team culture.

**Education**

High School Diploma or Equivalent

**Experience**

Must have qualified for bonus and President’s Club as a Senior Business Development Specialist. Must have scored 50% on performance evaluations for 4 consecutive quarters. Successfully lead and managed 2 Business Development Interns. Must exhibit a high level of leadership and management ability.

**Position Level**

Advanced level reporting to Business Development Director
The Business Development Director is responsible for leading and directing an assigned region consisting of multiple markets. This role is responsible for managing and developing Business Development Managers. Additionally, the Business Development Director is responsible for their specific region’s production.

**Skills & Attributes**
- Strong leadership skills
- Strong understanding of our recruiting, interviewing, hiring, and training process
- Strategic thinking and ability to understand and contribute to the mission and growth plans of the Business Development team
- Ability to manage across multiple locations within a dedicated region

**Education**
- High School Diploma or Equivalent

**Experience**
- 5+ years Business Development experience
- 2 years leadership and management experience

**Position Level**
- Advanced level reporting to Vice President of Business Development
**Brief Job Summary**

The Vice President of Business Development is responsible for leading and directing Business Development nationwide. This role is responsible for managing and developing Business Development Directors. Additionally, the Vice President of Business Development is responsible for overall company production.

**Skills & Attributes**

- Strong leadership and management skills; expertise in developing and executing company sales plans, including implementation of new ideas and tools to enhance efficiency, productivity, and growth.
- Understanding of departmental partnerships and benefits of these partnerships. Ability to form and negotiate contracts.

**Education**

- High School Diploma or Equivalent

**Experience**

- 10+ years of Business Development experience; 3+ years of leadership and management experience

**Position Level**

- Advanced level reporting to Executive Vice President of Business Development
**Brief Job Summary**

The Executive Vice President of Business Development is responsible for leading and directing Business Development nationwide. This role is responsible for managing and developing all areas of Business Development. Additionally, the Executive Vice President of Business Development is responsible for overall company production and represents Business Development in Board of Directors meetings.

### Skills & Attributes
- Proven leadership and management ability; complete knowledge of company and department mission; long term strategy, proven ability to exercise authority

### Education
- High School Diploma or Equivalent

### Experience
- 10+ years of Business Development experience; 5+ years of leadership and management experience
- Expert level reporting to President of Avitus Business Services