



Full-Time Business Developer

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

Reporting to the Director of Continuing Education and Workforce Development (CEWD), the Business Developer is primarily responsible for identifying small, medium and large business in Hudson County in key sectors including healthcare, financial, hospitality, advanced manufacturing and transportation, logistics and distribution who are interested in educational training services. The Business Developer will generate new customer relationships resulting in training contracts, maintain existing relationships and establish business advisory boards with customer representation. The Business Developer will provide excellent customer service, maintain up-to-date customer information and ensure that premier training programs are created and delivered. Further, the Business Developer will perform due diligence research and market division services which meet the needs of the local businesses, collaborate with various internal and external teams to ensure high quality products and remain current on industry and business trends, products and news.

Responsibilities:

- Understand business sectors in Hudson County and employer needs; able to translate into educational services
- Develop plan to offer value-added training to businesses
- Identify potential clients in the target market and complete appropriate research on the prospective customer business needs
- Identify key staff in businesses and cultivate relationships
- Develop productive customer relationships while maintaining existing customer base
- Partner with CEWD colleagues to create contract-winning proposals for current and prospective clients
- Resolve customer complaints quickly and effectively
- Identify opportunities for upselling and new product development
- Promote value-added training while providing excellent customer service
- Meet targets for obtaining and renewing contracts

- Gain solid knowledge of competitors
- Collaborate with design and production teams to ensure contracted product specifications are executed on-time and as agreed
- Become a subject matter expert on our business products, processes and operations, and remain up-to-date on industry news
- Other duties as assigned by the CEWD Director.

Requirements:

- Bachelor's degree in Business or related field or at least 10 years of customer relationship management experience
- Knowledge of customer relationship management (CRM) practices
- Expertise with Microsoft Office applications (Word and intermediate Excel).
- Excellent written and verbal communication skills.
- Excellent organizational skills, with proficiency in multi-tasking several projects simultaneously.
- Teamwork and leadership skills
- Customer-oriented mindset
- Excellent analytical and problem-solving skills.
- Detail-oriented
- Proficient with social media
- Highly motivated and a self-starter
- Able to work with individuals at all levels of responsibility
- Experience developing customized training programs
- Ability to interact effectively with various HCCC departments and to represent the College with external agencies.
- Knowledge of Hudson County agencies and businesses

To Apply: Send letter of application, resume, salary requirements and names/contact information of three professional references.

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 Continuing Education and Workforce Development
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For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER

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