



Business Outreach Specialist

710 North Lincoln Street

Wilmington, DE 19805

www.westendnh.org

Job Description

Grow Delaware Fund, under the umbrella of West End Neighborhood House, is looking for an enthusiastic, creative, team-oriented Business Outreach Specialist to prospect and reach out to targeted businesses in the state of Delaware. Specific responsibilities include, but are not limited to: outreach, marketing, attending seminars and workshops, and conducting administrative tasks related to the operation of the program.

Duties and Responsibilities:

- Outreach to all targeted businesses throughout Delaware.
- Research and qualify prospects and conduct phone calls with potential leads.
- Manage full sales cycle, from prospecting to close.
- Establish and maintain close relationships with clients and their decision makers.
- Attend meetings, seminars, and educational workshops.
- Represent and promote the organization in the community as needed; develop positive working relationships with other community organizations, businesses and governmental entities.
- Compile, prepare and submit program reports within expected time restraints.
- Monitor and track progress toward meeting outreach goals.

Job Requirements:

- Bachelor's degree in marketing preferred; high school diploma required.
- Must have reliable transportation.
- 2 years of outreach or professional sales experience preferred.
- Financial industry experience a plus.

Competencies:

- Exceptional oral, written, interpersonal, and public speaking skills.
- Entrepreneurial mindset - eager to advance through clearly defined learning and earning paths.
- Self-disciplined, organized and ambitious.

- Resilient and goal-driven.
- Strong understanding of all aspects of social media.
- Computer skills (MS Word, Excel and PowerPoint).
- Cold calling and sales training experience a plus.

Job Type: Full Time

Salary plus commission: commensurate with experience.

Conditions of Hire:

- A satisfactory criminal background check, valid driver's license, and acceptable driving record are required at time of hire and throughout employment in this position.
- Must be able to work a flexible schedule (including evenings and weekends).

How to Apply: Applicants must submit a letter of interest highlighting relevant professional accomplishments, a current resume, the names and contact information of at least three references, and salary requirements. Please apply by sending requested documents to qgulzari@westendnh.org. Review of applications will begin immediately and will continue until the position is filled. No calls please.

We are an equal opportunity employer

West End Neighborhood House is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation, marital status, age, veteran status, or any other status protected under local, state, or federal laws.