



# Business Development Associate

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## ABOUT ECRA

ECRA Group is a premier research and analytics consulting firm that helps educational leaders improve student outcomes by adopting more evidence-based practices. ECRA Group has partnered with over 1,000 school systems nationally and works in partnership with many state and national professional organizations such as the American Association of School Administrators (AASA).

## REQUIREMENTS

- Bachelor's degree
- Experience in the education sector
- Experience in sales and marketing
- Work location: State of New York
- Must have a dependable car and ability to travel to prospective clients for presentations
- Overnight travel expected to be 40-50%
- All candidates must be eligible to work in the United States without visa sponsorship
- Salary range from \$90,000 to \$100,000, eligible for commissions

*Qualified candidates can submit a cover letter and resume to [jobs@ecragroup.com](mailto:jobs@ecragroup.com).*

## JOB DESCRIPTION

ECRA is seeing a full-time Business Development Associate to work in the State of New York. The Business Development Associate will work autonomously to prospect and nurture new leads from first contact through closing.

## SKILLS AND KEY COMPETENCIES

- Understand the education enterprise and the business of operating school systems
- Establish and maintain a high level of knowledge in all ECRA services and products
- Possess sales aptitude and initiative to promote and sell ECRA services
- Promote customer-oriented mindset to build relationships and establish credibility
- Demonstrate the ability to work independently with little supervision
- Demonstrate excellent interpersonal skills
- Demonstrate good negotiation skills
- Demonstrate active listening skills
- Demonstrate good organizational skills and attention to detail
- Stellar verbal, written and public speaking skills

## RESPONSIBILITIES

- Develop business and strategy plans in coordination with the President to achieve revenue goals
- Generate business development leads, establish rapport, schedule meetings
- Conduct presentations, facilitate proposal to contract stage, generate sales
- Educate prospective clients on ECRA services
- Attend industry-related conferences and seminars (exhibit booth, presentations, etc.)
- Conduct informational seminars to attract new clients and expand sales
- Stay current on emerging trends and best practices
- Provide regular updates to the President regarding business development activity
- Perform other ECRA miscellaneous duties as assigned by the President and CEO