



The Institute of Corporate Directors (ICD) is presently seeking candidates for the following position: **BUSINESS DEVELOPMENT SPECIALIST**

**Term:** Full-Time Permanent.

**Location:** Toronto, ON

### **ABOUT THE INSTITUTE OF CORPORATE DIRECTORS (ICD)**

Established in 1981, the Institute of Corporate Directors (ICD) is a not-for-profit, member-based organization representing Canadian directors and boards across the for-profit and not-for-profit sectors, Credit Union sectors and Crown Corporations.

As Canada's largest director community, the ICD creates forums for dialogue, hosts networking opportunities and provides access to world-class resources for more than 17,300 members across a network of 11 Chapters. Members who successfully complete the ICD-Rotman Director Education Program (DEP) and ICD-led examination process earn the highly recognized ICD.D designation.

ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at [icd.ca](http://icd.ca).

### **ROLE DESCRIPTION**

#### **THE ROLE**

The Business Development Specialists main responsibilities will be to achieve sales targets on education course offerings across the country, and the annual ICD National Director Conference and Fellowship Awards Gala.

Reporting to the Director of Business Development and in collaboration with internal and external stakeholders to plan, implement and report on campaign results, recommending necessary changes when needed to achieve objectives.

#### **RESPONSIBILITIES**

- Conduct sales outreach, cultivate leads and handle inquiries to achieve sales numbers within timelines.
- Coordinate efforts with different stakeholders and departments to execute and achieve sales objectives.
- Work with the analytics team to pull relevant data to support decision making, planning and learn to pull basic data to be self-reliant for regular needs.



- Conduct research for list building and to support strategic sales plans.
- Prepare timely reports to gauge progress and recommend solutions where necessary.
- Maintain regular tracking of progress on leads and sales funnel.
- Recommend and implement processes/tools for departmental efficiencies where possible.
- Other duties as needed.

#### **CANDIDATE BACKGROUND:**

- The ideal candidate will be a result-driven, mature and self-motivated professional with past experience in education and or event sales.
- 3+ years of sales experience, with strong preference for experience in the Executive Education field.
- Demonstrated ability to work collaboratively across different teams and stakeholders.
- Experience in implementing strategic sales plans.
- Strong time and project management skills, with the ability to remain flexible with moving priorities.
- Excellent customer service background.
- Strong negotiation, communication, interpersonal and analytical skills.
- Proven ability to build strategic relationships.
- Bilingual preferred (English & French).
- Experience with using Microsoft Dynamics, Salesforce or other CRM preferred.
- Basic knowledge of SQL for pulling data or a strong willingness to self-learn.

**To apply, please send a resume and a cover letter outlining your relevant experiences to [humanresources@icd.ca](mailto:humanresources@icd.ca).**

The ICD is committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued, and supported. All qualified individuals may apply online. If you require disability-related accommodation to participate in our recruitment process, please note this in your application. We'll be happy to work with you to meet your needs.

Thank you for your interest, but only those selected for an interview will be contacted. Please note that ICD presently works on a hybrid model. As such, candidates will be asked to indicate their availability to work in the ICD downtown Toronto office.

