

## **Business Development Associate**

Right At School provides exceptional after-school enrichment programs to students across the country. If you share our passion for providing great educational opportunities to students, we would love for you to join our team in Evanston, Illinois!

Just named an INC. 5000 fastest growing company, Right At School is looking for a passionate and driven individual to help us continue our growth trajectory. The ideal candidate has great interpersonal, organizational and time-management skills, is detail-oriented and has excellent follow-through. Recent college graduates and entry level professionals who are passionate about education and development opportunities in a fast-growing organization are encouraged to apply.

## **Principle Accountabilities & Deliverables**

- Coordinate sales events with potential partners
- Build customized presentations for potential partners
- Work with Marketing Team to develop marketing communications
- Assist CEO and other leaders with travel and other logistics
- Prepare regular sales reports
- Help identify and build prospect lists for sales team
- Ensure CRM records are up to date and accurate
- Provide logistical support to sales team
- Occasional travel to education conferences to represent our brand

## **Knowledge, Skills & Experience**

- Proven ability to operate effectively and thrive in a fast-paced, dynamic environment
- Diligent work ethic and the highest level of integrity and discipline
- Strong drive to exceed goals and achieve at the highest standard of excellence
- Coursework in Marketing / Business / Client service – (relevant experience considered)
- Outstanding written and verbal communication skills
- Interpersonal, analytical, and problem-solving skills
- Highly independent, self-motivated, positive attitude
- Strong attention to detail, highly organized, great follow-through, effective time management skills with the ability to prioritize, respond to pressure, and meet deadlines (ability to manage several projects at once)
- MS Office / Google Documents / Gmail
- Project management
- Proven ability to exceed expectations in a team environment

Qualified candidates apply directly to [aaron.heddy@rightatschool.com](mailto:aaron.heddy@rightatschool.com)