



Position Announcement Business Development Specialist

About The Open Hearth

The oldest continuously operating housing program for men on the East Coast, The Open Hearth was founded in 1884. We help men experiencing homelessness enhance their capacity for self-help, self-respect and dignity. In addition to housing, we offer programs for returning citizens and a unique social enterprise, Open Hearth Works. More information is at theopenhearth.org

About the Opportunity

The Business Development Specialist (BDS) expands opportunities for The Hearth's social enterprise, Open Hearth Works (OHW). A contract labor company, OHW provides maintenance crews for local businesses, nonprofits, and to the city of Hartford through its Neighborhood Ambassadors program. Many of the crew members employed by Open Hearth Works have been unhoused and/or are returning citizens. The BDS, working with The Hearth's leadership team, develops business strategy, identifies and secures opportunities with new partners, oversees contracts, and evaluates business results.

Responsibilities

- Develops, maintains, and, as needed, modifies a comprehensive business development plan with targets for financial and program results
- Supports budget development and, with The Hearth's leadership team, monitors finances for OHW
- Develops policies and procedures for business development and recommends solutions and improvements
- Leads contract negotiations with new partners and oversees existing contracts
- Builds partnerships and strategic alliances that will extend The Hearth's brand in the community and increase avenues of support
- Stays abreast of advancements in the social enterprise space to ensure that OHW can develop best practices
- Develops and executes a comprehensive marketing plan in collaboration with the organization's CEO and other staff as well as, as appropriate, development (fundraising) consultants

- Assists with the production and distribution of quality collateral materials that support development and marketing goals
- Generates positive community awareness of The Hearth and OHW, mission and impact, and strengthens our reputation with business partners, funders, donors, public officials, clients, and the community
- Supervises administrative staff person

Qualifications

- Demonstrated success developing and leading business strategy, business-to-business partnering and organizational fundraising in a nonprofit setting
- Experience with contract development and oversight
- Expertise in networking, marketing and outreach
- Excellent oral and written communication skills, with the ability to communicate information in a clear and concise manner
- Strong interpersonal skills, including the demonstrated ability to work effectively with members of boards, colleagues, business partners, prospects, clients, and community stakeholders
- Ability to listen for understanding
- Negotiation and facilitation skills
- Sales and/or experience fundraising (donor development) a plus
- Proficiency in standard Microsoft Office and web-based programs
- Bachelor's degree in business, public administration, nonprofit management or other related field and/or substantial commensurate experience in similar roles in this field; social enterprise experience highly desirable

Desired Competencies

Mission Focused Dedication to the mission of The Hearth and Open Hearth Works

Adaptability Attitude of optimism and with ability to think creatively and navigate past obstacles

Persuasion Ability to present concepts, ideas and proposals in a manner that is perceived positively by and clearly resonates with stakeholders

Relationship Management Motivation and ability to develop, nurture and balance positive professional relationships and connections with key stakeholders

Decisiveness Ability to prioritize, plan and move decisively when necessary to meet timeframes and instill in others the importance of anticipating and acting to achieve results

Compensation

The salary range for this full-time position is \$70-80,000 depending on experience. Benefits include vacation, personal/sick time, holidays, and health insurance.

Application Guidelines

Candidates must include a resume and a cover letter that describes how their qualifications and experience match the skills, characteristics, and credentials of the position. Please address your materials to Alexis Dailey at info@theopenhearth.org

If you don't think you meet all of the qualifications but do think you'd be a great match for us, please consider applying and sharing more in your cover letter. We'd love to talk with you to see what skills you can bring to The Open Hearth.

Applications will be accepted until the position is filled.

The Open Hearth considers all applicants for employment without regard to race, ethnicity, gender or gender expression, religion, sexual orientation, national origin, age, ability, veteran status, or any other characteristic protected by state or federal law. We encourage applications from qualified people who have been underrepresented in nonprofit leadership.