



Business Development Associate

Location:	South Bend, IN	FLSA Status:	Full-Time (Exempt)
Department:	Sales	Education Level:	Bachelor's or equivalent
Reports To:	VP of Business Development	Revision Date:	December 1, 2016

Company Description:

Harmony Healthcare IT provides technology solutions for healthcare organizations by safeguarding protected clinical information, increasing productivity and maximizing cash flow. We specialize solely in healthcare technology – driving accessibility, security, efficiency and quality for our customers who rely on accurate clinical data to provide care for their patients. We are best known for our excellence in data extraction, migration and retention of healthcare records ensuring system reliability and data integrity 24/7. We are growing and seek to add key members to our team to help continue our mission of helping the healthcare system work better for everyone.

Position Summary:

The **Business Development Associate** will report to the Vice President of Business Development and will play a critical role in the sales process from the ground up. Under general supervision, this position is responsible for selling our products and services and assisting customers with product needs. The Business Development Associate will create and build client relationships while sponsoring interaction to obtain projects. This position assists in developing and facilitating the proposal process for specific clients, including budget and pricing development, proposal writing and client presentations. We are seeking a candidate who has excellent communication and organizational skills.

Primary Responsibilities:

- Identifying target hospitals and health systems
- Generation of new leads
- Cultivation of existing leads and prospects
- Assist with the generation of sales materials and documents
- Develop and distribute communications to current and prospective clients
- Market research and statistical analysis
- Learn and document the sales process
- Project management related to sales events and campaigns
- Other duties as assigned

Required Qualifications:

- Bachelor's Degree or equivalent experience
- Strong communication and writing skills
- Experience in MS Office Suite and sales automation tools

Preferred Qualifications and Soft Skills:

- Dynamic, articulate professional who thrives on solving problems and building relationships
- High level of professionalism and integrity
- Entrepreneurial spirit
- Assertive and engaging personality
- Self-starting and disciplined work ethic (function independently with little direction)
- Team player who motivates co-workers and contributes at a strategic level
- Ability to cultivate strong customer relationships

- Ability to understand and effectively communicate complex technical and analytical concepts
- Strong written and presentation skills
- Ability to work in fast-paced environment
- Knowledge of the health IT industry preferred as it relates to software implementation, system decommissioning and data management/analytics a plus