



Creating. Communicating. Connecting.

Position: Independent Business Development Consultant

Company: MW Consulting, LLC

Location: Washington, DC (Mobile Office Structure)

Compensation: Fully Commission (Tiered Commission Structure)

The Company

[MW Consulting](#) (MWC) is a full service firm that provides small businesses, non-profits, large corporations and federal and state government agencies with comprehensive communications support through creative services, digital strategy, public relations, media relations and strategic planning. We have an impressive team of professionals who work to go above and beyond our client's highest expectations.

The Position

This Business Development Consultant opportunity is a great position to hone business development skillsets, increase professional network while earning a strong commission. There is great potential for future growth within the team or other parts of the company. If you're looking for an opportunity to be part of a collaborative, team-oriented, fast paced and competitive environment then we'd love to talk to you. Experienced sales and business development professionals, recent college graduates and current graduate-level students are encourage to apply!

Responsibilities for Entry-Level Commission:

- **Communicating with Outside Organizations** - representing the organization to customers, the public, government, and other external sources to solicit potential client work. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Coordination** – connect firm leadership to the potential clients seeking to further discuss services or secure a proposal for communications support.
- **Selling or Influencing Others** - pitching businesses and organizations seeking to retain communications services to address needs, crises and or upcoming engagements.
- **Solicitations** – conduct regular reviews of open solicitations across corporate and government markets to be considered for bidding.

Responsibilities for Mid-Level Commission:

Be able to execute all of the responsibilities outlined in the “entry-level commission” section, as well as the following:

- **Client Base Management** – maintain ongoing communications with potential clients to bring business deals on a close with a client agreement or contract execution. Coordinating with firm leadership for any follow-up calls on engagement to secure new clients and bring business deals to a close/execution.
- **Establishing and Maintaining Interpersonal Relationships** - developing constructive and cooperative working relationships with others, and maintaining them over time. To include seeking leads, conducting follow-up and follow-through with clients and regular client check-ins to ensure satisfaction and gauge the possibility for repeat work with a given client.



Responsibilities for Senior-Level Commission:

Be able to execute all of the responsibilities outlined in the “entry-level commission” and “mid-level commission” sections, as well as the following:

- **Communicating with Supervisors, Peers, or Subordinates** - providing information to supervisors, co-workers, and subordinates by telephone, in written form, regarding leads, business meetings and potential client acquisitions.
- **Forecasting** – set client and revenue forecasts for upcoming fiscal and calendar years. These forecasts would be based on current client portfolio and revenue flow.
- **Gathering Information/Research** - observing, receiving, and otherwise obtaining information from all relevant sources as it relates to soliciting, pitching or securing new clients.
- **Proposal Development** – serve as the project manager for all proposal development. This includes outlining the proposal structure to align with the solicitation asks, working with firm’s leadership to compile and effective team and revisions and submission on bids/proposals for potential work.

Skill:

- **Achievement/Effort** - Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Business Intelligence** – knowledge in Sales Management, Marketing, strategic management and business planning to grow a business.
- **Communications** – presenting complex information and ideas in way that will persuade others to want to retain the firm for communications services. Also, able to cold call prospects with confidence.
- **Coordination** - Adjusting actions in relation to others' actions.
- **Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Initiative** - Job requires a willingness to take on responsibilities and challenges.
- **Integrity** - Job requires being honest, transparent and ethical.
- **Leadership** - Job requires a willingness to lead, take charge, and offer opinions and direction.
- **Project Management** - able to plan and manage projects, manage the risks involved, calculate budgets, cost, time and teams working on ongoing projects.
- **Service Orientation** - Actively looking for ways to help people.
- **Speaking** - Talking to others to convey information effectively.

Qualifications:

- Strong interest in selling, marketing, business development or entrepreneurial interests
- Able to take rejection and comfortable making prospective calls
- Strong communication skills and ability to work in a fast paced environment
- Strong networking skills and a track record of leadership through college or work
- Highly organized and driven to succeed
- Proven track record of sales/business development for private and/or public sector clients
- Bachelor's Degree (Communications, Marketing, Business or Liberal Arts) is strongly **preferred**
- Pursuing or have completed a Master of Business Administration is strongly **preferred**

Salary:

- This position is full commission based with the potential of evolving into a full time salaried position with the growing startup firm.
- There is a tiered commission structure to align with the varying responsibility levels.



Tenure:

- This position is at-will and the candidate will work at the pleasure of the firm's Principal Consultant/Founder/Owner.

How to Apply:

- Please send your cover letter and resume to marcus@mwconsultingfirm.com. Your cover letter should answer the following:
 - Why is business development and/or sales your passion?
 - What skill sets and approach will you leverage to increase the firm's client portfolio/base?
 - What have been your top three recent successes with helping businesses scale/reach projections/increase revenue?

