

## Role description

Role	<b>Business Development Manager</b>
Activity area	United States
Reports to	General Manager
Management	N/A
Standardized	April 2018

### Purpose / goal

- Builds and maintains a network of strategic partners and employers (host organizations) who offer *life changing* career training opportunities
- Plans, executes and monitors an individual business development plan.
- Monitors J-1 visa program participants, provides ongoing assistance and support
- Coordinates and processes J-1 visa applications

### Area of results

#### Business development / account maintenance (60%)

- Expand the network of partner organizations, immigration attorneys and employers (host organizations) using ZenProspect and network referrals
- Negotiate placement opportunities that comply with all J-1 visa regulations.
- Maintain strategic alliances with immigration law firms, international exchange organizations and host organizations

#### Monitoring, Support and Assistance (30%)

- Through program evaluations and regular check ins, monitor program participants to ensure health, safety and welfare
- Provide ongoing support and assistance to participants and host organizations
- Educate and advise clients on all relevant visa matters.

#### Visa application process (10%)

- Determine eligibility of candidates, host organizations and proposed programs
- Coordinate issuance of form DS-7002 and form DS-2019

## Competence profile

### Expertise

Has knowledge of HTP services, procedures, markets and competitors. Presentation skills, commercial insights and communication abilities are natural.

### Behavior examples

Represents HTP on all its aspects. Training and learning is an ongoing process.

### Takes initiative / Assertive

Has a willingness and ability to be active, take initiative and expand boundaries.

#### *Behavior examples*

Recognizes and capitalizes on opportunities to enhance performance

Is prepared to take calculated risks to achieve goals

Is in tune with his/her professional environment

### Creativity

Initiates innovative solutions and is prepared to explore new ways to be ahead of new developments.

#### *Behavior examples*

Brings up solutions and new ideas

Has a proactive attitude towards new developments

### Involvement

Gives attention to his/her professional environment. Cooperates with colleagues and always strives for *mutuality* in all relationships: balances the interests of all parties involved; has a positive attitude.

#### *Behavior examples*

Shows *passion* and pride for the uniqueness of HTP's program and the *universal* character of our candidates and employer clients. Treats colleagues with respect.

## **Qualifications and relative experience**

- Outstanding interpersonal and motivational skills; proactive
- Ability to prioritize, manage multiple tasks and meet deadlines
- Excellent problem solving and organizational skills
- Demonstrated experience, proven ability and success in account management

## **What does HTP J-1 Visa Programs offer?**

- A challenging and demanding position with great rewards.
- A competitive salary and benefits package.
- A dynamic and diverse work environment with the opportunity to interact on all levels with people from around the world on a daily basis.
- A dedicated team of professionals to support and assist you.