



Job Title: Business Development Representative – Western Pennsylvania

Reports To: Executive Director

Part-Time, Remote & Flexible, Competitive Hourly Pay (based on experience) + Commission

SUMMARY: This position works with developing and following up leads for new chapter membership (both Contractor and Associate members), expansion of our pre-apprenticeship and apprenticeship programs and partnership development with schools and other stakeholders.

- Follow up with prospective members communications, pursue leads from website, social media, participate in social media marketing as prescribed by IEC PA and follow protocols for social media messaging (LinkedIn, Facebook, Instagram, TikTok).
- This position will also assist with scouting venues for events and filling IEC PA events in Western PA and their sponsorships in conjunction with Executive Director and Administrative Coordinator.
- This position will assist with securing new opportunities in high schools and career & technical centers for our Pre-Apprenticeship program in Western PA.
- The candidate for this position needs to be domiciled in Western Pennsylvania, and will require travel throughout the Western Pennsylvania region, and occasional travel to our headquarters in Harrisburg, PA.

ESSENTIAL RESPONSIBILITIES:

- Attend construction industry networking events, job/career fairs, conferences, and meetings to promote IEC PA membership, pre-apprenticeship and apprenticeship programs in the Western PA region. Initial prospect lists/calendar of events provided by Executive Director.

- Networking with current chapter members to both meet needs and develop leads for prospects.
- Assist in follow-up on any prospects the Executive Director identifies in Western PA.
- Recruit six (6) contractor and three (3) Associate Partner members per year (commission provided)
- Maintain a 90% member retention rate
- Engage members in IEC PA initiatives
- Create and conduct new member orientations with Executive Director and Administrative Coordinator
- Assist with social media outreach and marketing
- Assist in both scouting event locations for feasibility and in working the events
- Promote and successfully run at least one IEC PA networking/recruitment event in Western PA and one in Pittsburgh area per year
- Attend IEC PA events (those in your area required): Graduations, Golf Outing, Fishing Tournament, Back-to-School BBQs, Annual Meeting, etc.
- Promote careers in the electrical industry (through career/job fairs, trade fairs, presentations and networking events)
- Promote the pre-apprenticeship and apprenticeship program to members and prospects and assist the Executive Director and Apprenticeship Coordinator in identifying potential schools to participate.
- Collaborate cooperatively with other staff, Board members and committee members as appropriate.
- Participate in IEC PA Membership Committee meetings.
- Maintain appropriate relationships with industry, government, public service organizations and vendors to enhance the image of IEC PA.
- Develop relationships with high schools, higher education, members and industry partners.

QUALIFICATIONS

The successful Candidate will be comfortable working as part of a team guided by the mission, vision, and strategic goals of IEC Pennsylvania, and meet the following qualifications:

- This position requires a high school diploma or equivalent, with experience in business development, preferably in the electrical industry, construction industry - or related. Connections in/knowledge of the region are a plus.
- Valid motor vehicle license and clean driving record required.

- Must possess a high level of strong organizational skills, attention to details, efficient management of time and resources as evidenced by ability to set and meet clear deadlines; and excellent written, oral and presentation skills.
- Proficient in the use of Windows OS, Microsoft Office to include Word, Excel, PowerPoint, Publisher, Outlook and navigation of Internet and social media.

PHYSICAL REQUIREMENTS

- Maintaining body equilibrium and agility to prevent falling when walking, standing, crouching, ascending or descending stairs.
- Bending the body at the waist, the legs at the knees, and extending arms and hands in any direction in a repetitive manner.
- Standing, walking, sitting, speaking, and viewing computer screens for long periods of time.
- Using upper extremities to apply or exert a force up to 40 lbs.
- Typing, punching or applying pressure to an object with fingers and palm for extended periods of time.

WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS

- The candidate for this position needs to be domiciled in the Western region of Pennsylvania, will require travel across the Western PA/North Western PA regions and occasional travel to our headquarters in Harrisburg, PA
- Mileage reimbursement and monthly cell phone allowance provided by IEC PA.
- Promotional materials, display items provided by IEC PA.
- The candidate will maintain a home office/hybrid remote workstation with the laptop and phone service provided by IEC PA.
- Local vehicle travel required as necessary up to approximately 70% to members and events in the following counties: Erie, Crawford, Warren, Venango, Clarion, Forest, Jefferson, Butler, McKean, Armstrong, Allegheny, Indiana, Westmoreland, Washington, Greene, Fayette, Somerset.