



Overview

vChief is searching for a full (40 hrs/wk) or half-time (20 hrs/wk) Business Development Representative who is energized by the idea of building our client portfolio from an early stage. We are a fully remote team and are location agnostic. As one of our first Business Development Representatives, you will be charged with establishing new partnerships with a focus on early stage small businesses and start-ups. You'll build relationships with founders and leaders, educate prospective clients about vChief, and bring new clients to the table.

Our organization

Founded in 2016, vChief is a young, but established and successful company providing virtual chief of staff support to busy executives on a part-time or interim basis. We recruit, select and vet chief of staff consultants and match them with CEOs and other senior leaders who need a right-hand partner. Leaders will opt into a monthly level of service to meet their needs, which will be provided by one of our contracted chiefs of staff. These chiefs of staff will help CEOs take things off their plate, so the CEO can focus their efforts where they will have the most impact. They do things like supporting a CEO's communications and meeting follow-up, managing projects, creating systems and processes to improve efficiency, planning meetings and events, hiring, budget development, and more. We've had great success with our clients to date, with 100% indicating they would recommend vChief to a friend or colleague. Now we are looking to share these services with more CEOs in more industries.

Responsibilities

- Sell vChief's services to prospective clients
- Generate new leads in your territory via online prospecting, networking, and asking for referrals
- Network at conferences and entrepreneur community events to cultivate new leads and partnerships
- Conduct cold and warm outreach to leads via phone calls and email
- Provide consultation to founders and CEOs on reaching their business goals
- Obtain commitments from leaders by presenting a tailored solution to meet each leader's unique needs
- Build partnerships with other companies who interface with start-ups, such as venture capital firms, incubators, and accelerators.
- Diligently track communication and progress to goal leveraging our CRM, Copper.



Ideal candidate

Education & Prior Experience:

- Minimum of 2-4 years of business development experience required
- Bachelor's degree or equivalent experience required
- Strong record of business development results
- Experience working in sales in start-up environments preferred

Knowledge, skills & mindsets:

- You are fearless when reaching out to cold prospects
- You are a people person who can authentically connect with anyone from CEOs to administrative staff. Building relationships excites you and comes naturally
- You are a compelling communicator in person, over the phone, and via email
- You are motivated and empowered by working towards goals and achieving results
- You have a high tolerance for ambiguity in a fast-moving market
- You are scrappy and thrive in an entrepreneurial environment
- You personally exemplify vChief's core values: excellence, integrity, and servant leadership

Compensation

Compensation for this role is a combination of base and commission with unlimited earning potential.

Anti-discrimination policy and commitment to diversity

vChief seeks individuals of all ethnic and racial backgrounds to apply for this position; we are committed to maximizing the diversity of our organization. This job description reflects vChief's assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign, reassign, or eliminate duties and responsibilities to this role at any time.