



# Job Description

## Business Development Manager | Norfolk, VA

**Position:** Business Development Manager

**Location:** Norfolk, VA

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**If you are looking for a career opportunity with an award-winning, fast-growing, financially stable company, ICAT Logistics, Inc. can meet all your expectations and more.**

The primary role of the Business Development Manager is to prospect for new clients by networking, cold calling, advertising, or utilizing other means to generate interest from potential clients. This position must develop a rapport with new clients and set targets for sales, as well as provide support that will continually improve relationships. The candidate will be required to grow and retain existing accounts by presenting new solutions and services to clients. This position will require working with mid-level and senior-level management. Strategic planning is a key part of this job, as the role is responsible for developing pipelines of new business. The BD Manager role requires a thorough knowledge of the market, the solutions and services of the company, and its competitors.

**Responsibilities and essential job functions include, but are not limited to:**

- Developing a growth strategy focused both on company objectives and targets;
- Conducting research to identify new markets and customer needs;
- Identifying and qualifying potential new customers in assigned sales territory and turning into increased business for the company;
- Developing and maintaining relationships to achieve or exceed revenue goals;
- Qualifying, building, and managing an accurate sales pipeline methodically;
- Collaborating with operations to ensure requirements are met, such as sales numbers and profit goals;
- Maintaining a strong understanding of products and services;
- Producing innovative ways to serve businesses;
- Creating and managing long-term sales goals;
- Generating and managing short-term and long-term leads from internal and external referral sources to qualify prospects and advance them through the sales process;
- Meeting with stakeholders to make, advance, and develop new and existing programs through transparent communication;



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- Cold calling, as appropriate, within your market to ensure a robust pipeline of opportunities;
- Planning approaches and pitches;
- Working with the team to develop proposals that speak to the client's needs, concerns and objectives;
- Presenting and effectively discussing the services of the company to prospective clients in a way that conveys an image of quality, integrity, and superior understanding and delivery of customer needs;
- Being familiar with local marketplace trends and developing strategic sales plans that identify prospects and customers; and
- Other responsibilities relevant to the customer base as assigned.

### Skills and Qualifications

- Proven experience as a business development manager, sales executive, or relevant role
- Proven sales track record
- Excellent verbal and written communication skills
- Time management and planning skills
- Must be able to work independently in fast-paced, rapid changing environment
- 3+ years' experience in the Cargo/Freight Forwarding Industry
- 3+ years' experience in outside sales
- Communication and negotiation skills
- Bachelor's degree in a business or technical discipline, or equivalent experience in related field preferred
- Working knowledge of the most current technologies and products used in the industry
- Extremely proficient in Microsoft Office Suite or related software program
- Extremely organized with great attention to detail
- Expert-level analytical and financial modeling skills
- Strategic thinking
- Ability to adapt to change
- Ability to learn quickly and to creatively solve new problems
- Ability to travel to see clients, explore new markets, and attend conventions