

**JOB DESCRIPTION – BUSINESS DEVELOPMENT MANAGER (SPREAD ACRES, DEHRADUN)**

Basic information	
Job title	Business Development Manager
Location	Dehradun, India
Reports to (Job Title)	National General Secretary
Salary	Competitive salary to commensurate with the qualifications and experience
Starting Date	As soon as possible
About YWCA of India	
<p>The YWCA of India with 85 local associations and membership of 10,000 women is part of World YWCA, a global movement of 25 million women and girls in 125 countries. Being a pioneer women’s movement in India since 1896, it advocates for women’s rights, works towards their development, promotes and sustains women’s leadership for justice, peace, health, human dignity, freedom and care for the environment.</p> <p>The YWCA is dedicated to gender equality and the empowerment of women and it has a long history of service, advocacy with examples of women and girls working together across the boundaries of race, religion, caste, economic status and political preferences.</p> <p>It also works for the survival, protection and participation of children of all ages through early childhood care, education programmes and advocacy for their rights.</p>	

<b><u>DUTIES AND RESPONSIBILITIES</u></b>	
	<p><b>Key Result Areas</b></p> <ol style="list-style-type: none"> <li>1. Marketing of Facilities –Developing strategies and content including building rapport for marketing of facilities and thereby increasing profitability of the Project.</li> <li>2. Statutory Compliances-Licenses, Taxes, Infrastructure</li> <li>3. Maintenance of Buildings-Requisition of repairs ,Renovations and certification of completed work.</li> </ol>
	<p><b>Specific Responsibilities</b></p> <ul style="list-style-type: none"> <li>● Develop plans and strategies for developing business and achieving the company's sales goals.</li> <li>● The primary responsibility for this position is to actively prospect, engage, negotiate and bring in clients to maximize business opportunities and operating profitability.</li> </ul>

		<ul style="list-style-type: none"> <li>While the primary focus is on developing the new building under Spreadacres Project, the executive is also responsible for working on the development of all the projects in the campus.</li> </ul>
	<b>Marketing of Services</b>	<ul style="list-style-type: none"> <li>Work on developing a marketing strategy and content for advertising the services with due approval from the National General Secretary.</li> <li>Review of the marketing on online forums and make updates and changes to get optimum returns.</li> <li>Need based rapport building visits for which a schedule is to be prepared in coordination with the Manager and approved by the National General Secretary.</li> </ul>
	<b>Operations</b>	<ul style="list-style-type: none"> <li>Manage budgets and financial performance to ensure targets are met or exceeded.</li> <li>Monitor and analyze industry trends and competitor activity to identify potential threats and opportunities.</li> <li>Coordinate project teams and resources to ensure timely completion of projects.</li> <li>Ensure that all project documentation, including contracts, specifications, and drawings, are complete and accurate.</li> <li>Timely reporting to the National Office and to the reporting officer is to be ensured.</li> </ul>
	<b>Property Management</b>	<ul style="list-style-type: none"> <li>Requisitioning for maintenance of the Building/surroundings in consultation and coordination with the Project coordinator and through him/her inviting of quotations.</li> <li>Analysis of Quotations, agreements and contracts news to prepare comparative spreadsheets for approval of the National General Secretary and the Project Committee.</li> <li>Assessment of work and Supervision of any construction work if initiated.</li> </ul>
	<b>Liaison</b>	<ul style="list-style-type: none"> <li>Meeting with other hoteliers, organizations, Govt. Department for any matters related to the Project.</li> </ul>
	<b>Licenses</b>	<ul style="list-style-type: none"> <li>Advise and guide the Project coordinator in application, follow up and avail all required Licenses for running the property as Guest House and Conference facilities and to ensure timely renewal of the same.</li> </ul>
	<b>Reporting</b>	<ul style="list-style-type: none"> <li>Weekly/Monthly Reports for study and reference of the National General Secretary</li> </ul>

<b><u>REQUIRED EXPERTISE</u></b>	
	<ol style="list-style-type: none"> <li>1. Excellent communication and interpersonal skills, with the ability to build and maintain strong relationships with stakeholders.</li> <li>2. Fluency in spoken and written English and Hindi is mandatory.</li> <li>3. Strong experience in hotel business development and operations, industry trends, finance, sales and/or revenue management, or closely related.</li> <li>4. Strong business acumen, analytical and multi-dimensional strategic-thinking skills required.</li> <li>5. Proven experience in property management and business development, preferably in the hospitality industry.</li> <li>6. Competency in the use of business software for communications and presentations.</li> <li>7. Strong analytical and problem-solving skills.</li> <li>8. Ability to work independently and manage multiple projects simultaneously.</li> <li>9. Strong leadership and team management skills.</li> <li>10. Ability to travel as required.</li> </ol>
<b><u>QUALIFICATIONS</u></b>	
	<ul style="list-style-type: none"> <li>● Bachelor's degree in hospitality management, business administration, or a related field is minimum required.</li> <li>● Proven record of at least 6-8 years in the hospitality industry.</li> </ul>

**DISCLAIMER\***

*The above information on this description has been designed to indicate the general nature and level of work performed by officers within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*