



B R A N C H E S
mission lab

Business Development Specialist

- Currently a part-time, contract-based role working 10 to 20 hours/week, with an opportunity for increased hours and the potential to grow into a full-time position.

Applicant should:

- Be passionate about the mission and aligned with the core values of Branches Mission Lab (please read more here before applying: brancheslab.com/about/)
- Have past marketing and/or sales results.
- Have a teachable attitude, eager to learn and grow with new strategies, systems, and methods.
- Be courageous enough to be both creative and analytical.
- Take initiative, be responsible and responsive.

Ideal applicant will have:

- 1-2 years of experience in the nonprofit industry and/or the faith-based sector.
- Be tech savvy and comfortable learning new tools and utilizing: Mailchimp, Facebook Ads, Photoshop/Canva, Google Drive Suite, Trello, and Slack.

Role Description:

Grow the impact and revenue of Branches Mission Lab through the following types of work, as directed by Jesse:

- **Business Development.** Have regular strategy calls and sales calls with nonprofits. Prepare proposals and cost estimates for sales conversations. Provide prompt responses to nonprofits interested in Branches products or services.
- **Sales & Support for Online Courses.** Assist in the development, sales, licensing and ongoing customer support for online courses.
- **Content Management & Social Media Growth.** Publish content on a consistent basis, according to our content strategy and calendar. Draft, design and schedule social media content, email communications, and website edits. Consistently engage in online conversations in relevant groups. Assist in the development and optimization of content and advertising, locally and nationwide.
- **Administrative Support.** Support Jesse, other team members and Branches' clients by managing calendars, gathering materials, attending meetings, doing research, communicating clearly, creating content and other administrative support, as needed.

Questions?

Email Jesse at jesse@brancheslab.com.

Rhythms

- **Annual Planning Retreats**
 - Prayerful dreaming and planning sessions
 - Mission and vision sessions
 - Creative and campaign brainstorming
 - Budget planning
 - Team-building and refreshment time
- **Quarterly Strategic Planning Sessions**
 - Prioritizing and planning meetings
 - Content Strategy & Calendaring
 - Budget planning and review
- **Monthly Innovation Whiteboarding Sessions**
 - Creative time to dream and think different on current and future projects
- **Weekly Planning and Review Meetings**
 - Sprint planning and prioritization for the next batch of work
 - Review of previous sprint
- **Daily Administrative Tasks**
 - Scheduling Support
 - Responsive Email Management
 - Client Meetings, Note Taking, and Follow-Up
 - Presentation Prep
 - Expense Reporting and Management