



Business Development Analyst (Contract)

Reports to: Vice President
FLSA: Contract
City/State: Remote

Description: GENERAL DESCRIPTION OF POSITION

CGi is looking for a business development analyst to help expand our client portfolio with special emphasis on event management and association management services. This role requires the ability to research and vet potential opportunities, analytical skills to create a financial/cost model, and communication skills to quickly create a compelling proposal. This role will need the ability to work independently.

Requirements: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Rapidly understand CGI's service offerings and competitive advantages
- Continuously monitor and assess new business/partnership opportunities
- Vet new business opportunities for potential fit or partnership with CGI
- Evaluate RFP's for ROI and feasibility
- Create financial and pricing models for potential opportunities
- Create and submit business proposals and provide timely follow up to achieve new business
- Participate in proposal presentations to gain new business and/or partnerships
- Develop Contracts/Partnership agreements for potential opportunities
- Facilitate negotiations and agreements for new business and/or partnerships
- Conduct research and analysis to identify growth strategies and targets for business development and make recommendations to CGI leadership and executive team
- Evaluate economies of scale in leveraging existing clients within their industry
- Conduct competitor analysis as needed
- Research potential business opportunities for CGI
 - Market research
 - Identify existing competitive services
 - Identify core skills (what we currently offer and what skillsets would need to add)
 - Financial Proforma
- Develop annual plans for achieving growth goals

JOB QUALIFICATIONS AND SKILL SETS

- Bachelor's degree in business administration, business management, finance, or related field
- Relevant experience
- Demonstrable business, leadership, and analytical skills
- Proven track record in business development
- Strong grasp of business fundamentals, including finance, marketing, economics, operations, strategy, information technology, and organizational psychology



- High Proficiency: Microsoft Office Suite (Word, Outlook, Excel, PowerPoint)
- Demonstrable commitment to business ethics and corporate social responsibility
- Strong written and verbal communication skills

COMMUNICATION AND CRITICAL COMPETENCIES

- Excellent presentation skills
- Superior attention to detail, documentation, organization, and follow through
- Exceptional ability to build credibility and positive relationships across all work groups
- Ability to create clarity from ambiguous ideas, apply strategic thinking, superb time management, professional judgment, and problem-solving skills
- Demonstration of a high level of integrity and ethics with maturity to manage sensitive information with care and confidentiality
- Ability to thrive in a fast-paced, collaborative environment with a high comfort level in being accountable for decision making