

DIRECTOR OF BUSINESS DEVELOPMENT

JOB TITLE	Director of Business Development
REPORTS TO (title)	Vice President/ General Manager
DEPARTMENT NAME	Administration

1. PRIMARY PURPOSE -

This position will be a key member of the leadership team and will be responsible for the management and oversight of all Business Development activities in support of the Company's strategic objectives. The Director of Business Development will collaborate with the leadership team to define the Company's overall strategy and execution of the strategic objectives.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES -

- Responsible for the identification, evaluation, management and oversight of the business development pipeline of all opportunities.
- Develop and manage the Company's business development and marketing efforts including attendance at trade shows and implementing other marketing programs in support of the Company's objectives.
- Work with leadership team to develop the Company's strategic plan and provide inputs to the annual operating plan.
- Develop and implement effective sales plans and forecasts to achieve Company goals.
- Work closely with internal resources, especially engineering, to ensure innovation and practical solutions for our customers.
- Respond to customer inquiries and Requests for Quotes (RFQ's) by producing timely and accurate responses to customer related requests. Prepare and deliver proposal and quote documentation. Maintain all quote documentation with accurate and detailed notes.
- Provide technical support and customer requirements to engineering and operations to assist with analysis and evaluation of customer needs.
- Lead and/or support customer negotiations in support of major contracts / PO awards.
- Visit new and existing customers on an as needed basis to maintain effective communication, understand and develop existing and new opportunities and to maximize customer satisfaction.
- Maintain thorough records and notes of activities with each prospect to facilitate clear communication.
- Assist with the transition of customer orders to the operations execution team and development of any specific execution plans as needed.
- Work closely with the Vice President and the Controller on the budget for areas of responsibility.
- Support/Embrace the Company Core Values and Growth Strategy.
- Responsible to implement, promote, review, and continually improve the effectiveness of the Quality Management System.

3. OTHER DUTIES AND RESPONSIBILITIES -

- Maintain adherence to Company policies, safety/ergonomic standards and good housekeeping practices.
- Able to travel (estimate of 30-40%) to attend trade show and meet with customers as required.
- Prepare and present capability presentations in support of trade shows and customer visits.
- Establish and maintain effective relationships with customers, suppliers and the Hardin team.
- Attend training as required.
- Perform other duties and responsibilities as required.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE -

- Minimum of 5 years of business development experience in the field of precision optics.
- Bachelor’s degree in Optics, Marketing, or BS/MS science or engineering degree is preferred.
- Team oriented with strong interpersonal communication skills.
- Strategic thinker and planner.
- Exceptional negotiation skills.
- Ability to coach, mentor and lead within the organization according to HOC Core Values.
- Highly organized, accurate and detail oriented.
- Excellent presentation skills.
- Expertise with Lean Manufacturing, Six-Sigma, Quality Management Systems, and ISO.

5. PHYSICAL DEMAND -

A. The physical effort typically applied in this job includes:

<input checked="" type="checkbox"/>	Lifting	<input checked="" type="checkbox"/>	Pulling	<input checked="" type="checkbox"/>	Reaching
<input checked="" type="checkbox"/>	Carrying	<input checked="" type="checkbox"/>	Pushing		Shoveling
	Other (specify)			<input checked="" type="checkbox"/>	Keying/typing

B. Check the box that best reflects the amount of effort typically applied and the frequency of application:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				<input checked="" type="checkbox"/>
Between 1 & 5 lbs.			<input checked="" type="checkbox"/>	
Between 5 & 25 lbs.		<input checked="" type="checkbox"/>		
Between 25 & 60 lbs.	<input checked="" type="checkbox"/>			
More than 60 lbs.	<input checked="" type="checkbox"/>			

C. The effort reflected in the above chart is typically applied in the following work positions:

<input checked="" type="checkbox"/>	Sitting	<input checked="" type="checkbox"/>	Standing	<input checked="" type="checkbox"/>	Walking
<input type="checkbox"/>	Stooping	<input checked="" type="checkbox"/>	Bending	<input type="checkbox"/>	Confined

Other (specify) _____

6. MENTAL OR VISUAL DEMAND -

- Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
- Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
- Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
- Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
- Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

7. WORKING CONDITIONS -

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area:

- | | | | |
|--|--|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> Dust | <input type="checkbox"/> Dirt | <input type="checkbox"/> Heat | <input type="checkbox"/> Cold |
| <input checked="" type="checkbox"/> Fumes (Some) | <input checked="" type="checkbox"/> Noise (Some) | <input type="checkbox"/> Vibration | <input type="checkbox"/> Water |
| <input type="checkbox"/> Other (specify) | | | |

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above:

- The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
- Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
- The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
- The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
- Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

8. ATTENDANCE -

Compliance with general company standards is acceptable.

9. SAFETY -

Compliance with general company standards is acceptable.

10. FLSA STATUS -

EXEMPT

11. EEO CLASSIFICATION -

- | | | | |
|---|--|---|--------------------------------------|
| <input type="checkbox"/> Official/Manager (1) | <input checked="" type="checkbox"/> Professional (2) | <input type="checkbox"/> Technician (3) | <input type="checkbox"/> Sales (4) |
| <input type="checkbox"/> Administrative Support Workers (5) | <input type="checkbox"/> Craft Worker (6) | <input type="checkbox"/> Operative (7) | <input type="checkbox"/> Laborer (8) |
| <input type="checkbox"/> Service Worker (9) | | | |

12. SIGNATURES & DATES -

<i>Immediate Supervisor</i> <i>Date:</i>	<i>Next Level of Management</i> <i>Date:</i>
<i>Human Resources</i> <i>Date::</i>	<i>Employee</i> <i>Date:</i>