



BCE Board of Directors Position Description:  
**Vice President of Business Development**

The Vice President of Business Development champions BCE with businesses creating partnership and sponsorship opportunities supporting BCE fundraising and programs. They manage business solicitation activity and business opportunities presented to BCE. They serve as BCE's ambassador to the business community.

**Vice President Business Development shall:**

1. Establish the Business Campaign fundraising goal in partnership with the Executive Director and President.
2. Manage and refine BCE's business sponsorship program to create more value for BCE and businesses. Annually review strategies, tactical successes and weaknesses.
3. Drive continuity/retain prior year sponsorships in partnership with the Manager of Events and Development.
4. Expand the reach of sponsors to increase fundraising for BCE with a focus of adding new partners each year.
5. Develop ideas and programs involving businesses that will provide new sources of income for the Business Campaign.
6. Ensure Business sponsors are engaged and cultivated, getting the value as promised - annual report and BCE website to reflect accurate sponsorship levels.
7. Review/revise communication materials used to solicit businesses, particularly the description of benefits received from BCE sponsorship. Review appropriate donation levels of business sponsorships.
8. Work with event directors and committee members to ensure marketing benefits are aligned and that business sponsors receive the promised benefits of sponsorship.
9. Annually evaluate and implement the best methods to increase BCE's visibility in the local business community in partnership with the VP of Community.
10. Recruit and manage volunteers as needed to support business development activities. Work with Board members to identify and recruit new members.
11. Maintain business information in the Donor database. Work with Operations Manager to streamline data collection.
12. Work with the marketing team to encourage parents to patronize business sponsors.
13. Attend Chamber of Commerce events on behalf of BCE as available.

14. VP Business Development has fiduciary duty to the foundation and serves a two-year term as a voting director from July 1st through June 30th. VP Business Development is responsible for identifying, helping to recruit and training their successor in January before term ends. This role can be held by two Co-VPs of Business Development, with one joining/rolling off every other year.

15. Time Commitment: Low - Medium. Must have excellent motivational, leadership, follow-up, and networking skills.

For questions and more information we invite you to email our current VP of Business Development at [business@bcefoundation.org](mailto:business@bcefoundation.org).