

Lutheran Services Carolinas Job Description

Job Title: Director of Business Development
Supervisor (title): Chief Operating Officer
Department: Administration
Prepared by/Date: B. Welch **Approved by/Date:**

Position Purpose/Summary: The Director of Business Development for senior services is responsible for analyzing and evaluating new business opportunities to provide a recommendation regarding new ventures, and when feasible, determine processes for how to proceed with a sustainable operation.

Essential Functions: The Director of Business Development for senior services, in accordance with Federal and State standards and regulations, and LSC philosophies, objectives and policies, effectively:

1. Seek out opportunities for new business growth or business service-area enhancement.
2. Research industry trends, publications, and announcements to realize new opportunities for LSC.
3. Evaluates new opportunities to make a final recommendation on new business
 - a. Development initiatives by:
 - b. Developing relationships,
 - c. Analyzing market data,
 - d. Analyzing financial data,
 - e. Evaluating options,
 - f. Examining potentials and risks,
 - g. Creating proforma financial data,
 - h. Creating business plans,
 - i. Developing timeline for implementation, and
 - j. Working with outside consultants as needed, to create the best solution possible.
4. Evaluate current operational position to ensure it is still competitive and within the latest industry trends.
5. Assists with implementation of new developments, when requested by COO.
6. Assists with new construction and renovation projects, when requested by COO.
7. Assists with other areas of operational analysis, when requested by COO.
8. Remain consistent with LSC's strategic plan.
9. Assist with creation of business development plan for senior services operations.
10. Protects LSC's value by keeping information confidential.
11. Participates in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
12. Serves as a member of the Senior Leadership Team.
13. Other duties as assigned.

Supervisory Responsibilities, if any: N/A

Qualifications (Minimum Job Requirements):

Education: Bachelors Degree required

Experience: At least 5 years experience in long term care management.

Specific skills/abilities: N/A

Specialized knowledge, licenses, etc:

- Licensed nursing home administrator preferred.
- Knowledgeable and able to work well with Word, Excel, and Outlook.
- Proficiency with reading and understanding financial statements.

Preferences: (Preferred attributes for the position, which are not absolutely required in the minimum qualification. e.g. masters degree, bilingual).

Working Conditions/Physical Requirements:

1. Work hours are typically Monday-Friday, 8:30 am – 5:00 pm. Minimal early morning or evening meetings.
2. Some travel necessary.
3. Some overnight travel required for meetings.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature Date

Supervisor Signature Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.