



MASSACHUSETTS  
HEALTH QUALITY PARTNERS

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## Position Description

**Job Title: Director of Business Development**

**Salary Band:**

**Reports To: President and CEO**

**Full Time**

**Position Overview:** Director of Business Development partners with the President and CEO and other senior MHQP leadership on the development of strategic and new business opportunities and programs.

- Create opportunities to expand MHQP's existing service offerings and expand to new opportunities, building off of MHQP's core competencies and in accordance with its mission
- Develop and maintain positive external business relationships and strategic partnerships
- Undertake market research and analysis as needed (e.g. new or changing clients, funders, partners, competitive landscape, regulatory environment)
- Develop compelling proposals and concept papers that clearly articulate the value of MHQP's offerings to secure new business for the organization
- Investigate and track funding opportunities and manage process for evaluating progress
- Coordinate with and support MHQP's communications and public relations work
- Create business plans and budgets to launch new products based on MHQP's business strategy
- Effect a smooth post-award handoff from project development teams to the project teams that will execute new programs or projects
- Develop strategy for and participate in recruiting new organizations and individuals to MHQP; identify and promote the value of MHQP participation to maximize member retention and revenue opportunities
- Participate on MHQP Sr Staff and interact with Board and Councils as appropriate

### Position Knowledge and Abilities:

- Knowledge of the healthcare environment and understanding of MHQP's organizational capabilities, market needs, and optimal business models. The ability to make the connection between market needs with current and potential product offerings
- Excellent writing, presentation, and verbal communication skills
- Strategic thinker
- Relationship builder with the flexibility and finesse to "manage by influence"
- Self-starter, able to work independently; enjoys creating and implementing new initiatives
- Ability to think ahead to next steps, and transform concepts into action
- Demonstrated ability to handle the high stress, fast-moving environment of business development professionally
- Demonstrated ability to successfully negotiate with external organizations strongly preferred
- Demonstrated good judgment, decision-making skills, and ability to prioritize multiple tasks simultaneously and work proactively
- Willingness to undertake tasks at all levels when necessary

**Required Skills, Must Haves and Experience:**

- Minimum of 10 years of relevant work experience
- Healthcare experience required
- Demonstrated successful proposal writing experience
- Experience managing a sales pipeline and familiar with typical sales tactics
- A strong track record of transitioning concepts into proposals preferred
- Excellent interpersonal skills with demonstrated ability to manage proposal processes and team relationships to ensure effective collaboration by various contributors to the process, including contributors from multiple partners
- Working knowledge of healthcare quality measurement methods and concepts is desirable
- Ability to facilitate decision making in difficult situations where there are multiple priorities and opinions
- Strong organizational skills, including being detail-focused and managing towards aggressive timelines
- Must be able to present to external parties including conferences as well as the MHQP Board of Directors and MHQP Physician, Health Plan and Consumer Health Councils
- Experience working with multi-stakeholder groups is a plus

**Education:**

- Masters degree in Public Health, Business Administration with a concentration in healthcare or equivalent
- **Technical Expertise:**
- Demonstrated knowledge and skills in using technical tools including a variety of PC applications including Outlook, Excel, Microsoft Word, and Power Point

**Applicants may forward a cover letter and resume to [jobs@mhqp.org](mailto:jobs@mhqp.org)**