

ROLAND | CRISS

US-TX-Arlington – Business Development Assistant

Status: Full time **Salary:** Base plus bonus **Contact E-mail:** admin@rolandcriss.com

ABOUT US: Roland|Criss Fiduciary Services is the global leading provider of fiduciary risk management and certification services to commercial and nonprofit enterprises.

For more information about Roland|Criss visit our website at www.rolandcriss.com.

GENERAL POSITION DESCRIPTION: We have an immediate opportunity for a business development professional in our Fiduciary Services unit.

JOB RESPONSIBILITIES: This position will report directly to Roland|Criss' Chief Operating Officer. Candidates will be required to initiate the activities of the position without a significant amount of supervision and who excel in a team-based environment. The primary responsibility of this position is to coordinate the execution of our marketing and sales activities, oversee the delivery of our content marketing, evaluate in-coming opportunities, initiate follow-up activities stimulated by teleconferences and meetings, and fulfill a leadership role with our contact management system. Qualified persons will be comfortable in working with high level decision makers of for-profit and non-profit corporations and foundations.

JOB REQUIREMENTS: We desire a person who pursues excellence in all relationships; someone who understands the nuances of how to get things done, combining persistence with tact. Candidates should have experience communicating with prospective clients who occupy executive level positions. We are seeking an individual with a minimum of five years of experience, preferably in the financial or professional services arena. However, a demonstrated record of accomplishment in another environment could be acceptable. Candidates should have a college degree or a comparable level of commitment to personal and professional development. Candidates should also have above average organizational skills, the ability to interact with a wide variety of people, and possess a truly professional approach to their work. Advanced user skills are required for Word, Excel, Salesforce.com, Constant Contact, web conference tools, and Power Point.

Roland|Criss supports this position with all the required tools, such as a computer, contact management software, and a defined marketing program. Roland|Criss offers an exciting work environment that empowers associates, fosters respect for co-workers, and promotes creativity, initiative, and professional growth. Compensation consists of a base salary, and a personal and team-based incentive plan.

HOW TO APPLY:

Roland|Criss handles career inquiries promptly. Via e-mail submit your resume as an attachment to agutkowski@rolandcriss.com.

Roland|Criss is an Equal Opportunity/Affirmative Action employer committed to diversity in our workforce. We are dedicated to attracting and retaining the best-qualified people available, without regard to race, color, religion, national origin, gender, age, disability or Armed Forces veterans' status. We promote a drug-free environment.