

**Job Title: Business Development Marketing Associate****Reports to: President****Location: Downtown Los Angeles Office & Remote**

**Company Description:** Star Insights, a boutique strategic advisory firm based in Los Angeles, is seeking a Business Development Specialist to join our team. Star Insights supports mission-driven organizations; advising Presidents, CEOs, and senior leadership teams in the social impact sphere, partnering with them to find better ways to lead their organizations and deliver on their mission. We are a small and mighty team of professionals with multi-sector backgrounds who care deeply about our clients' success. Their success is our success.

We are driven by seven core values that underlie every decision we make: We embrace Curiosity, Creativity, Honesty, Audacity, Inclusivity, Practicality, and Possibility. These values are key to our success, and are what make our unique consulting practice so effective. If these values resonate with you, you are a self-starter who is passionate about your work making a difference, and you want to be part of a team who is building something truly special, then we would love to hear from you.

**Position Description:** Reporting directly to the President, the Business Development Marketing Associate (BDMA) will actively participate in Star Insights' growth process by supporting and implementing business development activities that help the company develop and nurture relationships with current and future clients. It is crucial that each of our Crew members exemplifies our high standards and is a great fit with our culture, so that our unique culture is preserved as we grow. The BDMA will continually deliver excellent work to effectively support Star Insights' goals to collaborate with leadership teams across the social impact sphere including Non-Profits, Philanthropy, Foundations, Government offices, and more.

The BDMA will have some flexibility to create their own schedule, working both on-site at our downtown Los Angeles headquarters office (approximately 70%) & remotely (approximately 30%), and will utilize the utmost professionalism to deliver results and honor project and team commitments. In all interactions, the Star Insights team prides itself on working with integrity while sourcing and building exceptional internal and external relationships.

**Essential Duties and Responsibilities Include:**

- Work in tandem with creative agency partners to create new business development collateral, with a focus on refining messaging for greatest impact
- Provide administrative and technical support on all business development activities to support the company's annual growth goals. Activities include internal & external communications, database management, social media management, proposal development, scheduling, and internal meetings.
- Oversee social media accounts and collaborate with our digital agency partners, the President and/or Executive Advisors, on developing content
- Register company on applicable government procurement sites as needed
- Prepare prospective client proposal materials in collaboration with the President and/or Executive Advisors.
- Prepare agenda and presentation materials for prospective client meetings in

collaboration with the President and/or Executive Advisors.

- Schedule, coordinate, and attend internal/external virtual meetings on Zoom, or other systems.
- Manage internal database and files systems
- Other duties as assigned

**Requirements:**

- Strong alignment with social impact organizations and values.
- Driven personally to grow and cultivate new professional skills
- Excel in fast-paced, collaborative settings
- Excellence with coordinating and delivering on independent as well as team- oriented workstreams, minimum 3 years
- Comfort and ease with ever-changing work environments and reassigned priorities.
- Exceptional interpersonal skills, with the ability to effectively communicate with diverse groups of professionals at all levels of an organization.
- Highly proficient in conducting remote work (e.g. Zoom meeting), with an openness to learning new software per the ongoing needs of project assignments
- Highly proficient on social media (e.g. LinkedIn), with an openness to learning new software per the ongoing needs of project assignments
- Familiar with CRM software and database management tools, with an openness to learning new software per the ongoing needs of project assignments
- A Bachelor's degree or 3+ years of experience in business development related fields
- Excellent oral and written communications skills, including the ability to present and explain complex subject matter in an easily digestible manner
- Excited about our work and eager to help the company expand
- High EQ, and strong experience collaborating as a contributing member of a professional team

**Compensation**

Hourly rate depending on qualifications (DOQ)

**To Apply**

Please send a resume & cover letter to [info@StarInsights.com](mailto:info@StarInsights.com) with the subject line "Business Development Marketing Associate".

*Star Insights is an Equal Opportunity Employer that recruits, employs, trains, compensates and promotes without regard to race, religion, creed, color, citizenship, national origin, age, sex, gender, gender identity/expression, sexual orientation, marital status, disability, genetic information, veteran status or any other legally protected basis, in accordance with applicable federal, state, or local law.*