



## Academy of Certified Hazardous Materials Managers

9650 Rockville Pike • Bethesda, Maryland 20814

Office 301-634-7430 • 800-437-0137 • Fax 301-634-7431

Internet [www.achmm.org](http://www.achmm.org) • E-mail: [academy@achmm.org](mailto:academy@achmm.org)

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### JOB DESCRIPTION

Effective: June 2007

Category: Volunteer

Job Title: Business Development Director (2-year term or may be appointed by the President to complete an unfulfilled term)

Immediate Supervisor: President

#### Job Description:

General – There are two primary duties associated with the Director of Business Development position. The first is to be engaged in and focused on the execution of tasks and duties for the Board of Directors (BoD). The second is to identify, lead and support efforts to improve ACHMM funding and promote value for ACHMM members by:

- Expanding the ACHMM's market share through new products and services;
- Strengthening the fiscal health of the ACHMM by identifying and pursuing alternative funding sources (i.e. foundations, Federal grants and contracts, etc.); and
- Providing communications to foster, promote, and enhance the ACHMM's relations with membership, industry, government, and academia.

#### **I. Detailed –**

##### A. General Performance Requirements

Refer to At-Large Director's Job Description for General Performance Requirements including time management and accountability, and meeting attendance.

##### B. Specific Performance Requirements

1. Serve as the Chair of the Business Development Standing Committee.
  - a. Provide direct communication between the BoD and the Standing Committee which currently consists of the following Technical Subcommittees: Marketing, Product Development and the Publications.
  - b. Ensure that each technical subcommittee knows and are working toward completing the agreed upon tasks to achieve ACHMM's strategic objectives.
  - c. Prepare and submit a quarterly status report to BoD summarizing the status of the agreed upon tasks in the Strategic Plan as well as other tasks as assigned by the BoD.
  - d. Conduct an annual review of the charter for each technical subcommittee to verify they are consistent with ACHMM's Strategic Plan and current needs.
  - e. Propose subcommittee restructuring and/or objective/task reassignments as needed
  - f. Ensure that each technical subcommittee has a succession plan in place

2. Identify, pursue and track the status of alternative funding sources:
  - a. Corporate sponsors
  - b. Exhibitors
  - c. Grants
  - d. Charitable foundation partnerships
  - e. Other relationships
3. Work with other committees to develop and market new products and services to enhance member benefits, increase visibility in the field of hazardous materials, and educate other professionals.
4. Provide communications to foster, promote, and enhance the ACHMM's relations with membership, industry, government, and academia including, but not limited to:
  - a. newsletters
  - b. e-blasts and announcements
  - c. advertisements
  - d. ACHMM booth management
  - e. annual reports
  - f. and other communication methods

## **II. Time Management and Accountability**

### **A. General**

Refer to At-Large Director's Job Description for General Time Management and Accountability Requirements

### **B. Specific**

1. Prepare and submit quarterly committee report in advance for quarterly BoD meeting.
2. Maintain a database of sponsors, exhibitors and other relationships
3. Identify, pursue and track the status of alternative funding sources

## **III Meetings**

### **A. General**

Refer to At-Large Director's Job Description for General Meeting Requirements

### **B. Standing Committee Chairperson**

1. Chair the Business Development Standing Committee - Members of the Business Development Standing Committee shall include the chairpersons and vice-chairpersons of the following technical subcommittees: Marketing, Product Development, and Publications.
2. Meet at least monthly to insure that technical subcommittees are on track with meeting their agreed upon tasks to meet ACHMM's Strategic Plan

## **IV. Other Duties**

### **A. General**

Refer to At-Large Director's Job Description for Other General Duties

### **B. Fundraising**

Work with the Executive Director and BoD to develop and implement a plan to achieve annual revenue goals.

### **C. Requirements for Position**

1. Academy member in good standing.

2. A qualified candidate for the position of Director of Business Development shall have served as a committee chairperson or vice-chairperson of one of the technical committees assigned to the Business Development Standing Committee for at least one year, or has a skill set deemed essential to the Board of Directors or has experience with other leadership positions, such as an ACHMM At-Large Director, or as another ACHMM Committee Chairperson or Vice-Chairperson, or as officer of an ACHMM Chapter.

I, \_\_\_\_\_, having read the above statement of roles and responsibilities for members of the Board of Directors of ACHMM, do hereby commit to meet these expectations.

Signed: \_\_\_\_\_

Insert Individual's Name Here