

# Business Development Operations Manager

## Description

Ava Labs is looking for a Business Development Operation Manager to work with the Chief Business Officer and the SVP of Business Development. This person will be responsible for designing and implementing best practices across business development processes, policies, and systems to support overall operational efficiency of the global Business Development organization. They will work cross-departmentally to establish and optimize processes, workflows, and handoffs between groups as well as work with the team to promote actionable insights to enable decisions on processes, programs that will drive productivity across the team. You will create reports and prepare insights that will be the basis of decision making with the leadership team. **WHAT YOU WILL DO** Own relationships with leadership, legal, and finance teams and other stakeholders to provide actionable insights, communication, and recommendations, streamline processes, fix issues, and optimize activities Lead, manage, own, and document, where appropriate, all business development (BD) processes Coordinate with stakeholders as needed to benchmark and share best practices and to identify opportunities for more in-depth collaboration Champion process improvements for BD Identify and communicate and/or create resources to benefit the BD function Analyze BD data to provide insights to the broader team. Create a monthly and quarterly team/vertical reporting package template (with input from BD leaders) to be shared with key stakeholders Prepare regular reports and presentations to communicate BD performance, initiatives, and recommendations to leadership and other stakeholders Manage the business development forecasting, and reporting; analyzing key metrics to drive performance and providing visibility to the wider business in the form of comprehensive metrics and performance dashboards and reports Serve as the main CRM and other systems point of contact, drive data hygiene processes and perform periodic retrospectives to ensure accuracy across all data and fix inaccuracies Manage and distribute the business development budget Contribute to strategic planning initiatives during the year, help organize, and drive productive quarterly business reviews and end of year reviews **WHAT YOU WILL BRING** Bachelor's degree in Business Administration, Sales, or a related field (Master's or advanced degree preferred) 5+ years experience and proven track record of success in business development-related operations and execution activities that support growth and operational excellence Excellent communication skills (speaking, writing, briefing) to a variety of audiences (operational, legal, and finance) with the ability to influence and collaborate effectively with broad cross-functional teams to achieve growth & operational objectives Strong analytical skills to perform data analysis with the ability to interpret data and generate actionable insights Ability to distill complex information into concise communications Experience with budget management Prioritize tasks and manage competing demands to meet deadlines and achieve project goals in fast-paced environments. Someone who has successfully partnered working cross functionally with Legal, Marketing, Finance, Product, and BD teams Excellent program management and deliverable creation skills Passion for Blockchain Industry Salary Range: \$98,200 to \$122,600 (\*\*This is not a guarantee of compensation or salary, a final offer amount may vary based on factors including but not limited to experience and geographic location.) #LI-Remote #LI-TW1 Please mention the word **\*\*FASHIONABLE\*\*** and tag **RMzQuMjEzLjEzNS40OA==** when applying to show you read the job post completely (#RMzQuMjEzLjEzNS40OA==). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## Hiring organization

Ava Labs

## Job Location

New York City, New York, United States

## Base Salary

\$ 60000 - \$ 90000

## Date posted

June 6, 2024

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## **Contacts**

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