

Borislow Insurance Overview:

Borislow Insurance (BI) is a leading employee benefits brokerage and consulting firm. For nearly 39 years, we have served clients across a wide variety of industries and geographic areas. We are strategic advisors featuring multiple subject matter expert practices that are integrated as one team to deliver our unique value proposition to our clients. Our team's deep knowledge and experience is central to our ability to lead our clients in bringing them innovative solutions to their complex challenges. We are passionately committed to building long-term client relationships based on the highest levels of integrity, superior service, and exemplary performance – all done with a true sense of urgency and a personal touch. At a time of great uncertainty, change, and opportunity in the healthcare and insurance industry, BI remains among the fastest growing and most respected employee benefits agencies both locally and nationally.

The firm is currently seeking a positive, dynamic, and creative Business Development Coordinator to work as part of the Borislow Insurance team to assist in the business development center of excellence, creating scalable processes and assisting in special projects.

Position Overview:

The role of the Business Development Coordinator will work with the sales, new business development and marketing teams to focus on enhancing processes, increase outreach and ensure efficient operations. This role will collaborate on program initiatives and communication campaigns to promote the BI brand in each market. This work will be executed through internal strategy sessions and self-directed research. Working with the leadership team in several functional areas, this role affords a unique opportunity to make an impact on the long-term goals of the firm. This role would report to the VP, Strategic Benefits Consulting.

Key Skills and Responsibilities:

Business Development Process

- Maintain and evolve existing Business Development Process
- Automate where opportunities present in order to increase sales team member engagement, scheduling and follow through
- Collaborate with leadership to ensure consistent communication, deadlines, team expectations and cross-functional input

Sales Team Collaboration

- Partner with each sales consultant to integrate their target sector sales goals into our repeatable process
- Create a business plan of activities to generate opportunities
- Customize BD communications and develop a consistent cadence with each team member

Marketing Team Partnership

- Develop unique key messaging for target sector campaigns
- Coordinate strategy sessions with Marketing and Sales to build drip campaign content and sequence
- Make recommendations for targeted content for each sector

Competencies:

- Ability to work effectively and collaboratively with the sales team and practice leaders
- Assists in the project management of assigned areas
- Accountable for assigned work product and for meeting internal deadlines
- Provides phone and email support to the Sales Team
- Creative and Strategic Thinking
- Collaborative Work Style
- Ability to Work Independently under minimal supervision
- Provide updates often and unsolicited on project plans and deliverables
- Time management
- Ability to Prioritize
- Communication Proficiency
- Attention to Detail
- Proficient in Microsoft Office Suite of Programs
- Proficient in CRM systems and work in all additional Borislow sanctioned tools
- Proficient in employee benefits industry

Qualifications:

- BA Degree required
- Strong organizational, Strong MS Excel Skills, high attention to detail, responsive and self-motivated
- Team player and task-orientation
- Effective communicator

Experience:

Preferred but not required 2+ years' experience in employee benefits consulting/brokering or equivalent insurance company background

Compensation and Benefits:

Borislow Insurance offers a diverse working environment, and the chance to build a career where individual achievements are recognized and rewarded. You will enjoy a competitive compensation package, comprehensive benefits, and an opportunity for career growth with a progressive industry leader.

Please send resumes to Amy@Borislow.com