

Position Title: International Business Account Manager**SUPERVISED BY:** Director of Global Initiatives**SUPERVISES:** Consultants**SALARY RANGE:** \$85,000 to \$100,000 Depending on Experience**PURPOSE OF POSITION**

California Asian Pacific Chamber of Commerce (CalAsian Chamber) is seeking an International Business Account Manager (IBAM) to support the Sacramento Minority Business Development Agency Export Center (MBDA-EC). The International Business Account Manager is dedicated to providing technical assistance and client service support to help minority business enterprises (MBEs) increase trade and export growth by accessing procurement, capital, and foreign market opportunities. This position demands specialized international business and trade sector knowledge combined with previous related work experience. The ideal candidate will possess the following background: self-starter with excellent project management skills, proven experience in business development, established contacts and networks in international trade and economic development sector, and excellent client engagement/customer service skills.

KEY RESPONSIBILITIES**Business Development and Project Management (40%)**

- Develop and implement a strategic plan to increase membership of minority business enterprises (MBEs) to MBDA-EC
- In tandem with above, develop and implement a comprehensive assessment and engagement strategy for immediate, interim and long-term exporter client needs
- Identify MBDA-EC membership and service opportunities based on client needs, including but not limited to access to market, access to capital, strategic business development, general consulting, business matchmaking, trade promotion, and advocacy
- Develop and maintain strategic alliances with entities such as government contracting officials, banking networks and officials, and alternative financial resources
- Develop business development activities (including trips), workshops, seminars, webinars, and annual networking events to increase client membership, and facilitate matchmaking between clients and potential opportunity sources

Client Engagement, Customer Service, Prospecting, and Networking (30%)

- Conduct research and analysis on marketing, contracting, financing, export operations and any other areas clients may need help with
- Engage in daily calls and/or meetings to provide service to existing clients, prospecting new clients, and networking with partner organizations to generate new activities to support client service
- Facilitate financial transactions by establishing relationships between pre-qualified clients and sources of financing (bank institutions, EXIM, etc)
- Engage in deal-making between purchasing companies/organizations and clients and assist in bringing transactions to closure
- Facilitates global procurement and strategic transactions to support growth for MBE clients
- Update weekly business development and transaction pipeline reports

Program Quality, Reporting, and Compliance (20%)

- Establish best practices for client engagement and service
- Establish best practices for reporting and documenting delivery of services for project and export center
- Support the development of the semi-annual and annual project reports in coordination with Director
- Promote achievement of client outcomes by creating, sharing and submitting success stories and new release
- Provide content for MBDA-EC website and social media channels to help raise the profile of the project and export center
- Responsible for the day to day reporting and updates of client transactions on Salesforce
- Complete all training as relates to job responsibilities and as needed for CRM software

Administration and Organization (10%)

- Communicate MBDA's mission and project goals to internal and external stakeholders
- Attend weekly internal team meetings and CAPCC meetings as assigned
- Provide input and support for updates and reports to CAPCC and MBDA leadership
- Executes other assignments as directed by Director

Travel

Approximately 20% travel can be expected for this position

REQUIRED SKILLS AND QUALIFICATIONS**Education**

University degree in international business, economic development, or/and MBA preferred

Knowledge & Skills

- Strong business development and marketing skills required
- Ability to identify and create opportunities, develop relationships, conduct site visits, client engagements and consultations either via in person, voice or video conferencing with business enterprises and multipliers
- Advanced oral and written communication skills
- Outstanding attention to detail and results-oriented
- Able to work under pressure and meet tight deadlines
- Flexible, creative, and passionate about client service

Experience

- Minimum of 6-8 years of experience in one of the following industries: international business, finance, or business economic development
- At least 5 years of business development and project management experience required
- Familiar with international trade/procurement procedures and compliance requirement
- Familiar with resources available for export promotion and export financing assistance from government agencies, non-profit organization or profit entities.
- Proficient in MS Office (Excel, Word, and PowerPoint) and familiarity with Salesforce

**The position is funded by a project grant for the period of April 1, 2020 through March 31, 2021.*

APPLICATION PROCESS:

Position open until filled. You may also submit your CV with a cover letter to bmelecio@calasiancc.org.