



Greyline is a fast-growing regulatory consulting firm, with offices across the United States and in London. Our clients are primarily registered investment advisers, including traditional advisers, mutual fund managers, private equity firms, hedge funds and venture capital firms. The firm's culture is collaborative, entrepreneurial, and innovative.

We are looking for a **Business Development Associate** to promote Greyline's services and technology solutions. The successful applicant will be resourceful, organized and motivated to increase sales and enhance the company's reputation.

**Work Location:** Dallas, New York City, or San Francisco or may be a remote position for the right candidate.

**Travel Expectation:** Post pandemic, the candidate should expect to travel 3-4 days per month.

**Primary Responsibilities:**

- Achieve assigned revenue targets by:
  - Working with SalesOps team to develop an opportunity pipeline.
  - Identifying new business opportunities and partners; executing plan to organize and prioritize prospects and account potential.
  - Seeking new business opportunities by contacting and developing relationships with existing and potential customers.
  - Assisting with presentations to prospective clients.
  - Collating and maintaining client information in the CRM database.
  - Managing the opportunities through the sales process and contract closure.
- Accurately forecast monthly revenue.
- Develop strategic relationships with industry service providers that cultivate opportunities for client referrals.
- Work closely with staff across departments to implement growth strategies.
- Collaborate with other Greyline teams on opportunities to improve service or technology offerings.
- Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff and clients.

**Requirements:**

- 2+ years proven sales/BD experience, including developing leads and meetings sales targets with C-level executives
- 2+ years of experience in the financial industry
- Experience using Salesforce or other CRM
- Excellent written and verbal communication skills
- Strong organization skills
- Negotiation skills to secure profitable contract
- Ability to multi-task, prioritize and manage time effectively
- Must be adaptable, professional, courteous and motivated

- Must be organized and attentive to detail
- Proficient in Microsoft Office and relevant software

### **Additional Requirements:**

The following functions are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Essential Job Functions and Physical Demands:**

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone keyboard.
- Close vision is required due to computer work.
- Light to moderate lifting (e.g. transporting laptops).
- Maintain regular and punctual attendance.
- Travel overnight, as required.
- Commuting to/from firm office(s) and client locations, as needed.
- Work cooperatively and collaboratively with others.
- Comply with all company policies and procedures.

### **Work Environment:**

- Moderate noise (i.e. business office with light traffic, computers, phone and printers).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period of time.
- Ability to work in varied work environments, including mobile (e.g. working from a laptop during travel or client visits instead of a formal work station set-up).
- Remote work possible with some travel to offices and clients.

**Applicants should email their resume to [hr@greyline.co](mailto:hr@greyline.co).**

*EEOC: Greyline provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*