



KEYBRIDGE
COMMUNICATIONS

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Job Title	Business Development Manager
Job Duration	Full Time
Company	Keybridge Communications
About Our Company	Keybridge Communications is a DC-based public relations firm that specializes in media placement, writing, and issue advocacy. For more information about our company, visit: www.keybridgecommunications.com .
Work Experience	4+ years
Responsibilities	<p>The person who takes this position would be responsible for growing our revenues through proven marketing techniques.</p> <p>Day-to-day responsibilities include:</p> <ul style="list-style-type: none">• Interfacing with prospective clients, including emails, phone calls, and personal meetings.• Building and managing the company's contact database.• Conducting email-marketing campaigns.• Drafting pitch letters, proposals, contracts, and marketing materials.• Assisting with contracts and other sales-related tasks.• Making sales.
Qualifications	<ul style="list-style-type: none">• Experience in sales, public relations, marketing, or issue advocacy.• An interest in politics and current events.• Strong organizational skills and attention to detail.• Enthusiastic self-starter; comfortable working independently.• Excellent in-person, telephone, and written communications skills.• Experience with Salesforce a plus.• B.A., B.S or equivalent.
Salary	\$70,000 plus commission
Benefits	401K, Vacation, Dental, Health, Disability
Job Category	Public Relations
Job Location	Washington, DC 20007 USA
How to Apply	Please send brief cover letter and resume to jlehner@kbc.us . No phone calls, please.