



Business Development Manager

Bunifu LLC- Learning for Life is a minority owned micro start-up eLearning business dedicated to making the world a better place through engaging, diverse, and inclusive online learning that empowers learners to grow and transform into life-long learners. Bunifu LLC specializes in customizing creative learning solutions for adult and youth learners of color. Bunifu LLC is unique in that it merges technology and instructional best practices.

ABOUT BUNIFU LLC – LEARNING FOR LIFE

Bunifu LLC provides consultation, development and management of e-learning modules and toolkits for non-profit, for profit, and local and federal government organizations looking to engage a diverse audience. We focus on organizations that need to create an eLearning structure and/or enhance existing eLearning systems to further develop employees, students and/clients of color. **Our approach is based on a culturally responsive framework, so our belief is that the learners’ culture, social and historical diverse backgrounds are critical to our eLearning design.** This work has derived from 20+ years of educational experience in designing and developing courses and curriculum combined with information technology project management experience. Our timed driven process has a track record of delivering eLearning to 20,000+ learners that have achieved certificates, certifications and International Association for Continuing Education and Training (IACET) units. We contract our services as the gold standard for eLearning development.

Bunifu LLC uses both IT professionals and instructors/educators to build their niche of fully understanding eLearning design. The CEO of Bunifu has been a classroom instructor, advisor and has worked on the administrative level in both K-12 and higher education institutions. She has also been employed at both local and global non-profit and private organizations, for many years prior to starting Bunifu LLC – Learning for Life. She designs online youth and adult education courses, content and toolkits that span to over 50K learners globally during her work experience.

Position Overview:

Bunifu LLC is seeking a **culturally responsive** Business Development Manager to join our team. The nature of this work is contract based and sporadic. Therefore, we prefer freelancers/independent contractors that can be self-starters, meet tight deadlines and are agile. The work hours can vary from **5 hours to 15 hours a week** (Mon-Fri) and length of contracts can be a month and/or multi-annual. The position is remote and should have access to a computer.

In this Role You Will:

- Be a part of every aspect of sales - from hunting for the perfect opportunity to navigating through varying organization types and nailing the sales and streamline the on-boarding operations
- Create and execute a strategy for leading the growth of existing relationships and securing new clients as well as partnerships
- Provide reporting and feedback to the leadership team about what is and is not working

We're ideally seeking:

- Bachelor's degree or equivalent experience
- 3 - 4 years' prior industry related business development experience
- Ability to prioritize multiple projects
- Understanding of online service provider best practices
- Digitally proficient in Microsoft Office Suite, Google Suite, Adobe, DocuSign, Asana, Slack and Zoom
- Familiar and comfortable using Customer Relationship Management (CRM) systems; Zoho One experience a plus

In this role, your responsibilities will include:

- Assess Bunifu needs and provide assistance and information on service and offer features
- Reach out to customer leads through cold calling and LinkedIn Networking
- Research relevant networks to find new business opportunities
- Develop new relationships to grow business and help the company expand
- Develop a strategic business plan, and support in its implementation, to meet the short- and long-term revenue goals of the business
- Ensure current knowledge of relevant instructional learning news and trends to lead internal strategies and discussions to apply when relevant
- Track leads in the CRM system as well as other team databases

To be successful in this role, you should display:

- People-oriented, emotionally intelligent team player: ability to de-escalate situations patiently and effectively
- Strong organizational and project management skills with the ability to meet tight deadlines, manage heavy workloads and prioritize
- Rigorous attention to detail: ability to execute on numerous work streams within the same timeframe
- Self-starter who brings ideas to the table and works across disciplines to deliver designs
- Excellent communication skills and ability to clearly share thoughts and ideas with the team

Start Date: Various and dependent on contract cycles

NOTE: Must have Business Liability Insurance at the Time of the Offer

HOW TO APPLY (PLEASE NOTE):

- Submit resume and digital portfolio of work samples by [completing the form](#).
- **Ensure all documents are clearly labeled with the applicant's name and email subject entitled: Business Development Manager Applicant**
- NOTE: All requested information must be received, no exceptions.