

# Director of Business Development – edCount, LLC

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**Location:** Virtual

**Reports to:** CEO

**Required travel:** Occasionally necessary

Salary Range: 125,000 – 135,000

Would you like to work in a woman-owned small business that is deeply involved in examining how we know what students know and can do? Are you passionate, organized, efficient, and able to handle multiple responsibilities concurrently? Are you eager, curious, and able to adapt to changing circumstances and duties with flexibility and willingness? Can you keep pace in a fast-paced work environment? If so, you could be the next member of our high performing corporate team at edCount, LLC. This is a great opportunity for a well-rounded senior administrative professional interested in having an impact on corporate policy and making a difference in an organization dedicated to supporting education agencies and institutions through evaluation, policy analysis, assessment design, and technical assistance.

## Overview of the Company:

edCount, LLC, is a woman-owned small business with multiple long-term contracts serving federal and state governments, universities, associations, and other clients in the education sector. Primary topics of interest at edCount include: education standards, assessments, assessment evaluation, and accountability systems; curriculum and pedagogy; education of students with special needs and English learners; and interpretation and implementation of federal and state K-12 education policy. edCount is deeply committed to seeing that all students have equitable access to learning regardless of race, ethnicity, socioeconomic background, disability, or gender identification. edCount's staff, located throughout the U.S., are constantly connected through collaboration software. For further insight into the nature of the firm, please visit [www.edCount.com](http://www.edCount.com).

## About the Role:

The Director of Business Development (BD) plays a key leadership role within the organization, serving as a representative of the BD team on the Senior Leadership Team (SLT). This individual is responsible for managing the company's contracts, business development strategies, proposal management, and compliance with security protocols. In addition, the role involves maintaining the company's website, overseeing newsletter production, and ensuring adherence to best practices in vendor agreements and organizational policies.

Key responsibilities include leading contract negotiations and legal coordination, driving business development efforts, and facilitating bid strategies for potential new projects. The Director of Business Development will also maintain strong relationships with partners and clients, ensuring the company remains well-positioned for upcoming opportunities in the K-12 education assessment sector.

This role requires a strategic, detail-oriented professional with proven experience in contract negotiations, business strategy, and proposal management. Strong communication and leadership skills are essential to coordinate cross-functional teams and ensure the company continues to grow in a fast-paced, virtual environment.

## Key Responsibilities:

### Leadership:

- **Senior Leadership Team (SLT) Representation:** Act as a key representative of the BD team on the SLT
- **Policy Collaboration:** Work with SLT members to develop and implement organizational policies, processes, and systems

### Contracts:

- **Legal Coordination:** Collaborate with outside counsel and the Corporate Administrator to ensure vendor and consulting agreements (NDAs, Teaming Agreements, Contracts) adhere to legal standards and best practices
- **Contract Review and Negotiation:**
  - Review and negotiate NDAs, Teaming Agreements, and Terms & Conditions to protect the company's interests
  - Lead negotiations on Scope of Work for Teaming Agreements and Contracts
- **Execution and Organization:**
  - Ensure timely execution of NDAs, Teaming Agreements, and Contracts
  - Maintain organized electronic records of all agreements in the filing system for easy access

### Business Development Strategy:

- **Opportunity Awareness:** Maintain a thorough understanding of current and future opportunities relevant to the company's services
- **Relationship Cultivation and Management:**
  - Build and nurture relationships with current and potential partners through calls, meetings, and conferences
  - Organize and facilitate meetings to showcase company work and share Press Releases
- **Strategic Negotiation:** Develop and implement strategies to maximize bid scopes based on decision-makers' priorities
- **Opportunity Evaluation:**
  - Identify and assess funding/contract opportunities
  - Evaluate requirements and potential scope of each opportunity
- **Documentation and Tools:**
  - Keep up-to-date documentation, including project/client lists, resumes, and bios
  - Develop and maintain the Smartsheet Business Development Dashboard and Bid Tracker

### Proposal Management:

- **Opportunity Summary:** Guide the BD team in summarizing RFP opportunities, including requirements and scope, for SLT review
- **Bid Decisions:**
  - Facilitate SLT meetings to make bid/no-bid decisions and assess partnership opportunities
  - Develop and coordinate partnership strategies for bids

- **Proposal Process:**
  - Oversee the creation and management of bid folders, schedules, and document posting
  - Contribute and review proposal text, including partner contributions if applicable
  - Coordinate proposal submissions and follow up with clients or partners
- **Post-Bid Review:** Manage contracting for successful bids and conduct reviews for unsuccessful ones to identify improvements

#### **Security:**

- **Compliance and Protocols:** Collaborate with IT and security consultants to ensure adherence to industry security standards
- **Security Manuals:** Maintain and update office security manuals
- **Training and Continuity:** Enforce security training and ensure business continuity obligations are met

#### **Website:**

- **Content Management:** Ensure the website reflects current announcements, staff, and company information to positively represent the company
- **Job Postings and Maintenance:**
  - Manage job postings on the website
  - Address and resolve website issues; consult with website developer, as needed

#### **Newsletter:**

- **Newsletter Production:** Oversee the production of the Company newsletter at an appropriate frequency
- **Content Creation:** Draft and guide content related to recent awards and current bids

### **Required Qualifications & Skills:**

- **Education:** Bachelor's degree required
- **Experience:** 10+ years of experience in negotiating and executing vendor contracts in the K-12 education assessment industry in the United States
- **Skills:**
  - Strong interpersonal and communication skills with diverse teams
  - Expertise in negotiating contracts and managing vendor relationships
  - Strong organizational skills, attention to detail, and time management
  - High level of discretion and ability to handle sensitive information
  - Ability to work effectively in a fast-paced, dynamic environment

### **Commitment to Diversity, Equity, and Inclusion:**

We are committed to fostering an inclusive work environment and expect our Director of Business Development to support and promote equity across all business operations.

## **Salary & Benefits:**

- Compensation listed is the starting salary and should be considered as part of the benefits package. Salary will be commensurate with education and experience.
- Company paid insurance: Medical, Dental, Vision, Short and Long Term Disability, Life
- 401K & Profit-Sharing: Participation in a 401K profit-sharing plan after a six-month waiting period, with corporate contributions
- Paid Time Off: 11 paid federal holidays annually. First year of employment, 20 additional days of paid time off, accrued throughout the year. Upon second year, 30 days of paid time off, accrued throughout the year.
- Work Equipment: Company-provided laptop with broadband service and a corporate smartphone with full MS Office connectivity

### **To Apply**

In a single package to [recruiting@edcount.com](mailto:recruiting@edcount.com) with “Director of Business Development” in the subject line, send:

- a résumé;
- a cover letter that explains why edCount might be a good fit for you and also serves as an excellent sample of your writing capabilities; and
- names and contact information for three recent professional references.

Candidates will be interviewed on a rolling basis until the successful candidate is selected, so please apply as soon as possible.

Background and credit checks required for this position.

edCount is an equal opportunity employer.

Principals only. Recruiters: do not contact this job poster.

Please, no phone calls about this job and no contact via LinkedIn or any other social media platform.

Apply as directed. Email questions may receive a response depending upon what they reveal about the applicant. Please do not contact job poster about other services, products, or commercial interests.