



**Job Title:** Business Development Associate

**Purpose of Role:** Elevate the company's brand and support initiatives to identify and secure new business opportunities across the organization.

**Location:** Work from home, but must live in the United States and be authorized to work in the country.

**Reports to:** CEO and Director of Operations

**Deadline:** Rolling

**About Valens:**

Valens Global provides analysis, strategies, and innovative solutions that anticipate and address complex and critical threats to people, businesses, and organizations. We believe that twenty-first century challenges require organizations like ours to be fiercely independent. Valens Global seeks to be in command of granular details, rigorous, forward-thinking, and unafraid to challenge received wisdom.

Valens fosters an intellectually vibrant climate. We emphasize teamwork, transparency, meritocracy, accountability, and empowerment at junior levels. We are proud of our track record. Our products exceed our clients' expectations and stand the test of time.

At Valens, you would be part of a smart, talented, confident team of people with diverse backgrounds, experiences, and outlooks. We think Valens is a great place to work, and we think you'll agree.

**Job Description:**

Valens Global is looking for a Business Development Associate to work closely with our leadership team. The BD Associate will report directly to the CEO and will be responsible for providing logistical and administrative support to the BD team as they identify, qualify, and secure new business opportunities. This position will provide the Associate with significant potential for growth within the organization. We are looking for candidates with grit. You should be resilient, conscientious, and strive for excellence. We want candidates who seek out new challenges and want to grow from them. The candidate must be organized. The candidate must be able to work effectively under pressure. The candidate will be expected to stay on top of deadlines and produce quality work. On top of all that, we want you to be a humble, thoughtful team member. Are you up for the challenge? Read on.

### **Key Responsibilities:**

- Managing CRM Software to ensure the BD team is following up with clients and partners on a timely basis.
- Coordinate with Valens Global's leadership team and draft short proposals for private sector clients.
- Write content that will help promote brand awareness of Valens Global (e.g., drafts of short social media posts).
- Draft ghost notes for the leadership team that will be sent to relevant stakeholders, clients, and partners.
- Develop and maintain relationships with potential partners.
- Coordinate and ensure visibility of BD efforts across the organization.
- Gather useful information from customer and competitor data.
- Work with the team to gather critical organizational information necessary to develop technical, management, and past performance volumes.
- Manage Valens Global's business development calendar and schedule meetings with potential clients and partners.
- Attend BD meetings and take/distribute meeting notes when appropriate.
- Support the team's brand awareness/marketing efforts.

### **Minimum Qualifications:**

- A Bachelor's degree with a major or minor that reflects an interest in the fields with which Valens's work intersects.
- Impeccable verbal and written communication skills, including a strong ability to summarize information concisely in an effective and timely manner.
- Passion for customer service, and to develop and maintain new client relationships.
- Meticulous attention to detail.
- Authorization to work in the United States.

### **Helpful Qualifications:**

- Familiarity with the government grant-making/contracting pipeline process (from capture to submission) including familiarity with: GovWin or similar federal procurement platforms, and market and competitive intelligence research.
- Social media marketing and/or brand building experience.

### **Required Application Materials:**

- **Cover letter.** Don't just tell us about your resume. In your cover letter, please answer the following question: *Describe an obstacle you have overcome and how it has shaped who you are.*
- **Resume or CV.** Feel free to include volunteering opportunities in your work experience.
- **A writing sample,** preferably drawn from your university coursework. The sample should display the applicant's ability to convey complicated information concisely and clearly.
- **[Behavioral Assessment:](#)** Please take our Behavioral Assessment that is linked here. We use this assessment to make sure you are a behavioral match for the job. There is no one profile that is the perfect fit and this is only one part of the application material. The assessment takes only 6 minutes and you will receive a report afterward with a summary of the findings. Please note that you do not have to send us your report, as we will have access to it

automatically. Feedback from the behavioral assessment will be of professional and personal value to the applicant regardless of the outcome.

**Please send all application materials in a single PDF to [careers@valensglobal.com](mailto:careers@valensglobal.com)**

*Valens Global LLC is an equal opportunity employer. It is our policy to provide equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other basis prohibited by federal, state, or local laws. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.*