



CEB Careers



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**Business Development Specialist**  
**Corporate Executive Board (NYSE: EXBD)**  
[www.EXBD.com](http://www.EXBD.com)

The Corporate Executive Board (CEB) drives faster, more effective decision-making among the world's leading executives and business professionals. As the premier, network-based knowledge resource, it provides executive authoritative and timely guidance needed to excel in their roles, take decisive action, and improve company performance.

Powered by a member network that spans over 50 countries and represents more than 80% of the world's Fortune 500 companies, the Corporate Executive Board, publically traded on the New York stock exchange (NYSE:EXBD), offers unique research insights along with an integrated suite of members-only tools and resources that enable the world's most successful organizations to deliver superior business outcomes. Headquartered in Arlington, Virginia, the Company employs more than 2,000 professionals in more than ten offices around the world.

For more information on our company, please visit [www.exbd.com](http://www.exbd.com). To learn more about our research, check out our award winning article, "[When Growth Stalls](#)", in the Harvard Business Review. In April 2008, we opened our regional office in Sydney.

**Job Summary**

The role of the Business Development Specialist is to work in partnership with a Sales Executive or Account Manager to identify, welcome, and serve new clients to our memberships. Business Development Specialists apply strategic thinking, business writing, problem solving ability and interpersonal skills to assist multiple Sales Executives in pursuit of business outcomes. This position is an entry point in our Sales and Service Professional Development Program, which is designed to develop entry level talent into highly effective Account Managers and Sales Executives.

**Responsibilities include:**

- Proactively schedule sales meetings and plan interactions between Sales Executive/Account Manager and potential clients through cold-calling and lead generation campaigns
- Coordinate participating of internal staff to ensure the right individuals are present to support the revenue lead in their meetings and calls
- Gather business intelligence on companies, leads and qualified prospects
- Assists Sales Executives/Account Manager as they create customized plans for assigned territories to support sales/renewal cycle success
- Shadow calls, visits, and presentations with an eye towards supporting any necessary follow-up
- Prepare and assist with the sales/renewal contract process and documentation
- Assist in preparation of materials needed for interactions (including institutional and CEB relationship background information)
- Ensure that CRM system (salesforce.com) contains critical information for sales and relationship management, including account details, account activities, and contact details.
- Assist with reporting and other administrative activities



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**Successful candidates will possess:**

- Graduated with exceptional performance in undergraduate/graduate academics (Bachelor's degree required),
- Excellent written and oral communication skills
- Superior problem solving ability; Ability to learn substance of research quickly
- Exceptional ability to establish credibility with senior-level executives
- Effective time management skills and ability to work well under pressure
- Excellent organization, multitasking and prioritization skills
- Strong attention to detail
- Demonstrated initiative and resourcefulness
- Past work experience in a sales position (e.g., internship or part-time job) preferred
- Advanced computer and internet search skills
- Bachelor Degree
- Unlimited working rights in Australia