



TOP TALENT MANAGEMENT GROUP

Director of Business Development

Executive Search | Executive Evaluation | Client Growth & Strategic Partnerships

Reports To: President & Chief Executive Officer

Employment Status: Full-Time

Work Structure: Hybrid / Remote with client meetings, presentations, networking, and travel as required

Compensation: Base Salary + Placement Commission + Performance Incentives

Position Summary

Top Talent Management Group (TTMG) is seeking a highly accomplished, entrepreneurial, and results-driven **Director of Business Development** to lead the firm's client acquisition, revenue growth, and strategic partnership activities.

TTMG is an executive search and executive evaluation firm built around a different proposition: organizations should not have to rely primarily on resumes, interviews, references, and intuition when making some of their most consequential hiring decisions. TTMG combines executive recruitment with structured evaluation, performance assessment, and comparative candidate analysis to help organizations make more informed leadership selections.

The Director of Business Development will be responsible for expanding TTMG's portfolio of executive search engagements across public agencies, K–12 education, higher education, nonprofit organizations, associations, healthcare, housing authorities, hospitality, and private-sector organizations. This is not simply a sales position. The Director serves as a market builder, relationship executive, strategic advisor, and revenue producer who can communicate why TTMG's approach to executive search is different, develop relationships with organizational decision-makers, identify upcoming executive vacancies, position TTMG for competitive and exclusive engagements, and convert opportunities into signed search agreements.

The successful candidate will understand that TTMG is not selling resumes or access to a candidate database. TTMG is selling greater confidence in executive selection and reduced organizational hiring risk.

Primary Responsibilities

Business Development & Revenue Generation

The Director will develop and execute a comprehensive business development strategy designed to generate a sustainable pipeline of executive search and related consulting engagements.

Responsibilities include prospecting for new clients; developing qualified leads; initiating executive-level conversations; conducting discovery meetings; presenting TTMG's capabilities; developing proposals; negotiating engagements; and converting opportunities into signed contracts.

The Director will establish annual, quarterly, monthly, and weekly business development targets and maintain accountability for measurable revenue-generation activities.

Executive Search Market Development

The Director will proactively identify organizations experiencing or anticipating leadership transitions, including vacancies for positions such as:

- Chief Executive Officer / Executive Director
- Superintendent
- Chief Business Officer
- Chief Financial Officer
- Chief Human Resources Officer
- Chief Operating Officer
- Assistant/Deputy Superintendent
- Vice President
- Director and Senior Director
- Other executive and mission-critical leadership positions

The Director will identify opportunities before formal solicitations are released whenever possible, allowing TTMG to build relationships with prospective clients rather than depending exclusively on competitive RFP opportunities.

Exclusive Search Engagements

A central responsibility of the position will be increasing the percentage of TTMG business generated through exclusive executive search agreements.

The Director must effectively articulate the value of designating TTMG as an organization's exclusive agency to identify, recruit, evaluate, and present executive talent.

The objective is to move TTMG from being viewed as another vendor responding to an RFP to becoming a trusted executive talent partner engaged when critical leadership needs arise.

Client Relationship Development

Develop relationships with CEOs, Superintendents, Board members, elected officials, HR executives, Chief Business Officers, agency executives, association leaders, nonprofit executives, and other decision-makers.

The Director will maintain relationships beyond an individual search engagement so that TTMG becomes a client's preferred resource for future executive recruitment, evaluation, leadership development, and executive advisory needs.

TTMG Solution Selling

The Director must develop expert-level knowledge of TTMG's executive search methodology and effectively communicate the value of its proprietary approaches, including:

PRILY Index™ — Performance Ranked Indicator of Labor Yield

A structured executive evaluation methodology designed to provide clients with additional performance intelligence beyond traditional candidate credentials.

Executive Combine™

A structured assessment process designed to examine executive capabilities such as strategic thinking, leadership capacity, execution, cognitive agility, decision-making, and role-specific performance.

LIVE DRAFT™

TTMG's executive presentation model designed to provide organizations with a more dynamic and comparative approach to evaluating finalist talent.

The Director must be capable of translating these differentiators into a compelling business case centered on organizational performance, hiring confidence, risk reduction, and return on leadership investment.

Proposal & RFP Development

The Director will identify and evaluate relevant RFPs, RFQs, RFIs, and direct procurement opportunities and participate in developing compelling TTMG responses.

Responsibilities may include coordinating proposal schedules, conducting opportunity analysis, developing win strategies, assisting with pricing, preparing presentations, coordinating references and supporting materials, and participating in interviews before governing boards and selection committees.

Pipeline & CRM Management

Maintain an accurate and disciplined business development pipeline documenting:

Prospects → Qualified Leads → Discovery Meetings → Proposals → Negotiations → Signed Engagements → Searches → Placements → Repeat Business.

The Director will provide regular pipeline forecasts and business development reports to TTMG leadership.

Strategic Partnerships

Identify strategic relationships capable of expanding TTMG's market reach, including professional associations, educational leadership organizations, public-sector associations, chambers of commerce, executive networks, HR organizations, professional service firms, and other referral partners.

Marketing & Brand Development

Partner with TTMG leadership and marketing personnel to strengthen the firm's market visibility through LinkedIn, digital campaigns, executive thought leadership, conferences, networking events, webinars, direct outreach, email campaigns, and targeted organizational communications. The Director should contribute market intelligence that allows TTMG's marketing efforts to focus on organizations with actual or emerging executive leadership needs.

Search Engagement Support

Although the Director's primary responsibility is revenue generation, the position will maintain involvement after an engagement is secured. The Director may participate in client kickoff meetings, leadership profile development, search strategy discussions, candidate-market intelligence, client communications, finalist presentations, and post-search relationship management.

This continuity is important because TTMG's business development philosophy is based on relationships rather than transactions.

Performance Expectations

Success will be evaluated through both activity and results, including:

Revenue generated; new executive search engagements secured; exclusive search agreements secured; qualified opportunities added to the pipeline; proposal-to-contract conversion rate; average engagement value; executive placements resulting from originated business; new strategic accounts; repeat-client revenue; referral-generated business; and accuracy of revenue forecasts.

The Director will also be expected to demonstrate disciplined execution, consistent prospecting, professional representation of the TTMG brand, and strong collaboration with TTMG's recruiting and evaluation teams.

Required Experience

Candidates should possess 7–10+ years of progressively responsible experience in business development, executive search, professional services, consulting, staffing/recruitment, human resources, public-sector consulting, organizational leadership, or a closely related field.

Strong preference will be given to candidates with demonstrated experience in one or more of the following:

- Executive search or retained search
- Professional-services business development
- B2B consultative sales
- Public-sector contracting
- K–12 or higher education
- Government agencies
- Nonprofit organizations
- Healthcare or behavioral health
- Housing authorities
- Hospitality Industry
- Executive leadership consulting
- Human resources or talent acquisition

Candidates should demonstrate a history of generating new business and developing relationships with senior executives and organizational decision-makers. Experience securing contracts with public agencies through formal procurement processes is highly desirable.

Education

Required: Bachelor's degree from an accredited college or university in Business Administration, Marketing, Communications, Human Resources, Organizational Leadership, Public Administration, Finance, or a related discipline.

Preferred: Master's degree in Business Administration, Public Administration, Organizational Leadership, Human Resources, Marketing, or a related field.

Significant executive-search or professional-services business development experience may be considered in combination with education and demonstrated results.

Required Knowledge, Skills & Abilities

The successful candidate must demonstrate the ability to:

- Generate business rather than simply manage inbound opportunities.
- Develop relationships with C-suite executives, governing boards, and senior leaders.
- Sell complex professional services through a consultative process.
- Communicate TTMG's value proposition clearly and persuasively.
- Understand executive recruitment and leadership-selection challenges.
- Conduct executive-level discovery meetings.
- Develop persuasive presentations and proposals.
- Negotiate professional-service engagements.
- Read and interpret RFPs and public procurement requirements.
- Develop and manage a disciplined sales pipeline.
- Use CRM technology and business-development analytics.
- Conduct market and competitive research.
- Develop referral and strategic-partnership networks.
- Work independently while collaborating across recruiting, evaluation, marketing, and executive leadership functions.
- Manage multiple opportunities simultaneously.
- Exercise sound judgment, discretion, and confidentiality.
- Communicate exceptionally well verbally and in writing.
- Present confidently before executive teams, governing boards, and selection committees.
- Travel when required for client development, presentations, and major engagements.

Compensation Structure

Component	Structure
Base Salary	\$40,000–\$60,000 annually
Placement Commission	5% of TTMG's collected professional/search fee for each placement attributable to business originated by the Director
Exclusive Engagement Incentive	Additional 1% of collected fee for qualifying exclusive engagements
New Client Bonus	\$1,000 for the first completed placement with a new client
Annual Performance Bonus	Up to 10% of base salary for achievement/exceeding annual revenue and strategic growth targets
Benefits	Per TTMG benefit program

Ideal Candidate Profile

The ideal Director of Business Development is an entrepreneur operating inside the TTMG platform. This individual sees an executive vacancy not simply as a job opening, but as an organizational problem requiring the right leadership solution. The Director understands how to enter a market, establish credibility, build executive relationships, identify opportunities early, and convert relationships into long-term revenue.

The individual must be comfortable being measured by results.

TTMG is building a model in which executive recruitment moves beyond resume → interview → reference check → hire toward a more rigorous process of identification → evaluation → validation → comparison → selection → performance.

The Director of Business Development will be responsible for taking that message to the market and converting that differentiation into relationships, exclusive engagements, placements, recurring clients, and sustainable revenue growth.

Top Talent Management Group

Connecting Exceptional Talent with Exceptional Opportunities.