



JOB TITLE: Business Development Associate
STATUS: Exempt
LOCATION: Remote

ABOUT CENTERPOINT

CenterPoint Education Solutions is a growing nonprofit organization that works with educators across the country to build powerful connections between and among curriculum, assessment, and instructional practice and create meaningful learning experiences for all students. At CenterPoint, we lead with our deep content knowledge and offer schools and districts a collaborative, solution-oriented approach to address their instructional needs—from pre-built and customized assessments to curriculum design and professional learning. Our goal is to empower excellent teaching so all learners—particularly our most vulnerable—can excel.

CenterPoint staff are former teachers, school leaders, and policy makers committed to equity, access, and opportunity for all students.

At CenterPoint we foster collaboration, encourage innovation, and offer challenging and satisfying opportunities to grow. We offer a comprehensive benefits package, including medical, dental, and vision insurance; 403(b) retirement plan; generous PTO and 14 paid company holidays plus the days between Christmas and New Years' Day; and a flexible work environment.

Please email your resume and cover letter to careers@cpeducation.org.

POSITION SUMMARY

CenterPoint is hiring a mission-driven Business Development Associate to support the organization in its goals of expanding the reach of our product and service work and promoting aligned models of assessment, instruction, and curriculum in districts across the country. The Business Development Associate will join CenterPoint's Growth Team and support sales and business development opportunities throughout the entire process—including conducting demos, drafting proposals, and seeing opportunities through to their close.

The ideal candidate is a former educator with a passion for finding solutions to address district and school needs; a go-getter, team-player approach to work; and experience in the education space.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include but are not limited to:

- Build and cultivate relationships with district and school clients to develop a strong network that can be used to grow our impact
- Identify and qualify prospective school and district clients and nurture relationships from initial conversation to opportunity close
- Build knowledge of CenterPoint's products and services to become a go-to resource internally
- Conduct demos of CenterPoint's assessment products and ensure timely communication
- Draft proposals and coordinate RFP proposal efforts in CenterPoint's proposal management tool (RFPIO)
- Leverage your experience in education to pro-actively support the Growth Team in identifying customized solutions that address school and district instructional needs
- Attend in-person and virtual conferences and events on behalf of CenterPoint to build awareness of our products and services and connect with educators and leaders in the field
- Conduct research on key regional, state, and national policy trends and legislation, along with product and service trends, to support CenterPoint's sales and growth strategy
- Support development of annual growth goals and tracking progress against those goals
- Maintain and update HubSpot platform (CenterPoint's CRM) to capture sales activities, leads, and opportunities
- Work with the marketing team to develop sales materials, presentations, etc. to help ensure sales and marketing activities are closely coordinated
- Provide additional sales and business development support, as needed

REQUIREMENTS

- Commitment to CenterPoint's mission and organizational [values](#)
- 3-5 years of relevant experience, including with direct sales, business development, or in building relationships with partners and potential clients
- Teaching and/or district-level experience
- Problem solver and strategic thinker with a team-player approach to work and entrepreneurial spirit
- Exceptional interpersonal skills
- Strong organizational skills and an attention to detail
- Ability to manage multiple projects while meeting deadlines
- Ability to travel a must (up to 40%)
- Experience with CRM systems or the interest in learning (CenterPoint uses HubSpot)