

**KONDEX CORPORATION  
POSITION DESCRIPTION**

**POSITION TITLE:** Business Development Manager  
**DATE:** June 14, 2011  
**REPORTS TO:** President

**POSITION PURPOSE/MISSION:**

- The position will identify, develop, and lead new business opportunities, consistent with strategic growth and profit objectives, into commercial successes. The focus will be on new markets/product lines that are currently a major operational (supply chain, engineering, manufacturing) challenge for the organization. Included is the initial startup of targeted new business working closely with the V.P. of Sales and Marketing, and the President. As this business is developed, it will be transferred to sales and marketing for full market exploitation.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

1. Conduct market research and contact prospects in markets where considerable technical expertise must be developed that is not possessed by Kondex.
2. Take entrepreneurial action relative to market development strategies.
  - a. Leverage information from high-level relationships to formulate strategies.
  - b. Participate in market pricing strategy development.
  - c. Develop product line strategies.
  - d. Develop new market strategies.
3. Participate in the Strategic Planning process.
4. Set direction and expenditure level for new business development promotional activities (trade show participation, emails to customers & prospects, etc.).
5. Identify, analyze and recommend potential new investment options, including potential acquisitions of companies, product lines, or business segments.
6. Identify opportunities to develop partnership arrangements that will leverage and/or enhance Kondex product offerings, engineering/metallurgical or manufacturing capabilities.
7. Review, negotiation and approval of contracts regarding major new business development efforts.
8. Maintain up-to-date knowledge of current and future industry trends to include representing Kondex on targeted industry associations to improve industry knowledge and opportunity assessment.
9. Manage the new product feasibility assessment process, the new product planning and development process, and the product launch process using cross-functional teams.

**POSITION CHALLENGES:**

- Identifying and quantifying sufficient new product opportunities to meet or exceed company growth targets.
- Balancing time spent on new product development/launch with new product idea generation and investigation.
- Competing for and justifying capital expenditures.

**SUPERVISION EXERCISED:**

- None directly.

**PRIMARY INTERNAL ORGANIZATIONAL RELATIONSHIPS:**

- V.P. of Sales & Marketing, Chief Financial Officer, V.P. of Manufacturing, Manager of Engineering & Product Development, Materials Manager.

**QUALIFICATION REQUIREMENTS:**

Minimum Technical Qualifications:

- Bachelor's degree in business, engineering or relevant discipline.

- 10 to 15 years of business experience
- Project management skills
- Demonstrated analytical and conceptual thinking skills
- Strong technical aptitude and comfortable with technical products.
- Experience in business case development.
- Working knowledge of Microsoft Office.

Preferred Technical Qualifications:

- MBA or relevant advanced degree.
- Record of successful new business development.
- Successful sales experience developing complex selling relationships
- Market research and competitive analysis experience in the identification, analysis, and selection of new business opportunities.
- Experience in multiple functional disciplines with progressive responsibilities.

Required Behavioral Competencies:

1. Visioning and Strategic Thinking – imaginative, entrepreneurial and thoughtful, creating a vision of a preferred future and communicating it clearly and enthusiastically in such a way that others are attracted to it. Knows and understands the factors influencing strategy, and acts with the future in mind. Effectively assesses organizational capacities, matching them to the right organizational structure.
2. Business Thinking – sees the organization as a series of integrated and interlocking business processes (systems thinker). Understands general business concepts. Understands the financial framework of the organization. Establishes and monitors appropriate financial measures, using data to make informed business decisions.
3. Risk-Taking – takes calculated chances to achieve goals, finding a balance between analysis and action.
4. Problem Solving & Decision Making – identifies and solves problems, develops innovative solutions, acts decisively, and shows good judgment.
5. Results Orientation – maintains appropriate focus on short- and long-term goals. Motivated by achievement, and persist until goals are reached, conveying a sense of urgency. Manages time wisely and effectively prioritize multiple competing tasks. Sets goals for people and objectively monitors progress, holding individuals accountable.
6. Learning agility – continuously seeks new knowledge, creates and fosters a culture of interest, curiosity and learning. Flexible to change, and learns from failure. Seeks to improve processes and products.
7. Influence & Positive Impact – skilled at persuading, motivating, and energizing others at all levels. Passionate, personable, self-confident, and likeable. Able to flex style and direct, collaborate, or empower as the situation requires. Ability to establish a personal power base built on mutual trust, fairness, and honesty. Establish and maintain productive relationships and networks, utilizing them to facilitate business transactions. Demonstrated ability to get things done through others.
8. Customer Orientation – stays close to customers and consumers, anticipating and meeting customer/consumer needs. Demonstrates excellent listening, verbal and presentation skills.
9. Self-Objectivity – knows personal strengths and limitations and works toward improving weaknesses. Aware of impact of own behavior on others. Solicits and uses feedback for self-improvement.
10. Integrity – thinks and acts ethically and honestly, applying ethical standards of behavior to work activities. Takes responsibility for own actions and fosters a work environment where integrity is rewarded.
11. Sensitivity – values and respects concerns and feelings of others. Communicates empathy toward others, respect for the individual, and appreciation of diversity among team members.

12. Conflict Management – comfortable with healthy conflict, and supports and manages differences of opinion; uses consensus and collaboration to debate and resolve issues.
13. Relationship Building – understands that leadership is about establishing and maintaining productive relationships. Able to utilize relationships to facilitate business transactions.
14. Initiative & Energy – is proactive and takes action without being prompted. Sees a need, takes responsibility and acts on it. Makes things happen. Able to maintain a fast pace and continue to produce.

Culture: Follows Kondex Values & Beliefs.

Travel: Required auto and air travel. (up to 40%)

Safety and Housekeeping: Adhere to Kondex safety and housekeeping standards and procedures.

### ***OVERVIEW OF COMPANY***

Kondex's mission is "Helping to Feed and Fuel the World." We are a leading manufacturer of engineered components for the agricultural, biofuel, construction, forestry and turf markets. We are ISO 9001 and ISO 14001 certified. Our main focus is to exceed the needs of our customers. Kondex was started in 1974 and is privately owned. Annual sales have grown substantially. Our excellent growth has been the result of producing quality products and providing a high level of customer service. Kondex has a state-of-the-art 155,000 square foot facility that is climate controlled and utilizes enhanced process flows. We have a non-union workforce of approximately 200 associates. Kondex is a smoke-free environment. Dress is business casual. Kondex is recognized for its team environment and utilization of individual talents to create a high performance workplace.

**Email your cover letter and resume to [HR@kondex.com](mailto:HR@kondex.com) or fax to 920-269-7974.**