

## First Financial Federal Credit Union

**Position:** Business Development Representative  
**Reports to:** Assistant Vice President, Business Development  
**Location:** Freehold, NJ

### Summary

The Business Development Representative position requires a high-energy, outgoing person who enjoys building relationships and helping small businesses with their financial needs. In this role, you will participate in implementing programs which will increase First Financial's penetration with existing business partners. Responsible for actively building new business relationships through business contacts, referrals, outbound calls and inbound responses to direct marketing promotions. A flexible schedule is required for occasional evening meetings and/or weekend or early morning special events.

### Responsibilities:

- Creates and maintains strong business relationships
- Conducts research of potential Community Partner Groups through PC and other means
- Completes required due diligence/monitoring for new and existing business members
- Increases penetration of existing Community Partner Groups
- Develops and coordinates membership drives
- Provides monthly reports of activities and results
- Serves as a liaison to branches to coordinate follow-up on lending requests and business relationship inquiries.
- Meets with Community Partner Groups to set up direct deposit and payroll deduction program
- Assists with various presentations
- Attends and serves on community and professional organizations

### Requirements:

2 years related business development experience  
Bachelors degree preferred  
Sales experience and strong interpersonal skills  
Comfortable making presentations  
Business writing  
Good analytical skills  
Self motivated/able to work independently

As a First Financial employee, you'll enjoy a challenging work environment. We offer a great benefits package including Medical, Dental, Rx, Vision, Life Ins., Retirement Plans and Tuition Assistance. Please visit our website for more information at:  
<http://www.firstffcu.com/>.

Qualified Candidates may email resume to: [careers@firstffcu.com](mailto:careers@firstffcu.com)  
Please put "BD- SM" in the subject line. Include salary history and/or requirements.