



## Position Description

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### Senior Business Development Executive

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<b>Location</b>	Washington, D.C. (Hybrid) - National Scope
<b>Reports To</b>	Chief Executive Officer (Marshawn)
<b>Service Line Alignment</b>	Research & Organizational Impact (ORI) - National Portfolio
<b>Employment Type</b>	Full-Time
<b>Base Salary</b>	\$90,000
<b>Commission Structure</b>	Up to 20% of invoiced revenue
<b>Tools</b>	HubSpot (CRM), Apollo (Prospecting) Asana
<b>Posted</b>	February 2026

### About Black Onyx Management

Black Onyx Management (BOM) is a mission-driven consulting firm delivering high-impact solutions across research, organizational development, communications, nonprofit strategy, data analytics, and philanthropy advisory. Headquartered in Indianapolis, IN, BOM partners with government agencies, foundations, for profit, and community-based organizations to drive systemic change. As BOM expands its national footprint, we are building a dedicated business development team to accelerate growth across our core service lines.

### Position Overview

The Senior Business Development Executive is a critical growth role responsible for driving new business nationally, with a focus on Black Onyx Management and its subsidiaries. Positioned in Washington, D.C. - the epicenter of federal, philanthropic, and policy-adjacent decision-making - this individual will leverage BOM's existing relationships and reputation to open new doors, close contracts, and expand the firm's national client base. This role reports directly to the CEO and will be a key voice in shaping BOM's sales culture and approach.

### Key Responsibilities

- Lead national business development efforts aligned to Black Onyx Management and its subsidiaries, with a focus on federal agencies, foundations, policy organizations, for profit, and research institutions
- Identify, cultivate, and close new client relationships through proactive outreach, networking, proposal development, and pipeline management



- Manage and maintain an active pipeline in HubSpot, tracking all activity, outreach, and deal stages with consistent discipline
- Utilize Apollo to source and engage prospective clients and develop targeted outreach strategies
- Develop compelling proposals, capability statements, and presentations tailored to client needs and organizational priorities
- Represent BOM at national conferences, convenings, and industry events to expand visibility and generate leads
- Work directly with the CEO to align business development strategy with BOM's growth vision and service line priorities
- Provide regular reporting on pipeline activity, lead conversion, and revenue progress against quarterly targets
- Collaborate with service line leaders to ensure seamless client handoff and a strong onboarding experience
- Responsible for applied research, evaluation, and data analytic sales

## Qualifications

- 5+ years of business development, sales, or strategic partnerships experience, preferably in consulting, research, or mission-driven sectors
- Demonstrated success in securing and growing client relationships in a federal, nonprofit, or philanthropic context
- Strong understanding of the Washington, D.C. organizational landscape and how decisions get made in government-adjacent environments
- Proven track record of meeting or exceeding revenue targets
- Excellent written and verbal communication skills; able to develop compelling narratives and proposals
- Proficiency with CRM tools (HubSpot preferred) and prospecting platforms (Apollo or equivalent)
- Self-directed and entrepreneurial; comfortable operating in a fast-moving, growing organization without heavy infrastructure
- Commitment to BOM's mission and values around equity, community, and systemic impact

## Compensation & Benefits

- Base salary: \$90,000
- Performance-based commission: up to 20% of closed revenue, paid on a defined schedule
- Benefits package including health coverage, paid time off, and professional development support
- Opportunity to shape the business development function at a high-growth, mission-aligned firm
- Direct access to and mentorship from BOM's CEO