



## Job Description

**POSITION TITLE:** Business Development Associate/Analyst  
**DEPARTMENT:** Business Development – Input Traits  
**REPORTS TO:** Vice President of Business Development

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### GENERAL SUMMARY

Supports the business development team in a polished and professional manner. Must be a highly motivated, organized, and self-directed individual who can handle a variety of tasks in a professional manner.

### ESSENTIAL JOB FUNCTIONS

- Interact with senior management and internal technical teams on developing analyses of business opportunities
- Collect and organize a large amount of written and electronic information, and produce analyses, business plans, and presentations.
- Acquire, manage and present market data
- Conduct competitive analysis

### REQUIREMENTS

- Education – Bachelor’s degree or equivalent (business or finance preferred)
- Experience with coordination of projects in agriculture or biotech industry
- Extensive knowledge of Microsoft Word, Excel, Powerpoint and Outlook
- Extensive knowledge and experience with spreadsheet analysis and financial modeling
- Effective oral and written communication skills, including writing, proofreading, and editing
- Ability to work independently
- Attention to detail, flexibility, and openness to suggestions
- The ability to exercise judgment in determining appropriate resources for answering inquiries and questions independently and providing follow-up in an efficient manner is required
- Ability to organize, prioritize, and coordinate multiple assignment is required