



Your Life. Our Mission.

New England Life Flight, Inc., dba Boston MedFlight
Personnel Policies

I. POSITION Director of Business Development

II. PRIMARY PURPOSE

Reporting directly to the COO - Clinical, the Director of Business Development is responsible for network development to support Boston MedFlight's mission in accordance with strategic priorities.

III. ESSENTIAL DUTIES

- Responsible for planning and conducting in-person visits, predominantly focused on key stakeholders throughout Boston MedFlight's service network in an effort to increase and improve utilization and engagement.
- Engage Senior Leadership Team and other staff and facilitate interactions with stakeholders.
- Build and maintain positive relationships with hospitals and local EMS providers in regard to expansion into new service areas.
- Work with CEO and Senior Leadership Team to develop and monitor strategic growth plan.
- Track call volume trends in regards to volume growth and makes adjustments, changes, and recommendations according to fluctuating trends in volume.
- Report and record all marketing activity including site visits, providing weekly report to COO/CEO; develops marketing materials.
- Coordinate facility and EMS service outreach regarding services, new clinical capabilities, safety initiatives, etc. Work with the Director of Marketing and Communications on messaging and overall outreach strategies.
- Evaluate and interpret current service request patterns and trends ensuring understanding of referral dynamics and vehicle requests.
- Complete follow-up meetings to ensure internal and external obstacles to utilization and satisfaction are identified and minimized.
- Communicate feedback from partners with the COO/CEO and Senior Leadership Team as appropriate to resolve issues to better serve our patients and provider partners.
- Prepare and present reports, identifying trends, lessons learned, opportunities and areas for improvement to achieve strategic goals.
- Maintain latest knowledge of the health system, hospital and provider landscape relevant to Boston MedFlight's services.
- Support the implementation of key initiatives that require relevant network development, as directed by the COO/CEO.
- Attend events and meetings as needed.
- Participate in PR events and attend work-related activities.
- Perform all duties with consistently high ethical standards and strict adherence to company policies and procedures.

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IV. POTENTIAL DUTIES

- Unrestricted travel by air or ground.
- Public speaking.

V. MINIMUM QUALIFICATIONS

- Bachelor's degree preferred.
- At least 5 years of experience in a field related to critical care transport health system.
- Exhibited success in a marketing capacity with ability to prepare and deliver presentations to healthcare and community partners.
- Possess and demonstrate excellent organizational, interpersonal, facilitation, and communication skills.
- Capacity to work independently with minimal supervision.
- Ability to travel as needed

VI. NOTES

An FBI background and CORI checks will be performed prior to employment.

How to Apply:

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager
Boston MedFlight
150 Hanscom Drive
Bedford, MA 01730

For More Information

Please visit our website to get more information about current job opportunities and our program.

www.bostonmedflight.org

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