



MANAGER/ANALYST, BUSINESS DEVELOPMENT

Job Summary: The Business Development Analyst role is responsible for coordinating support of the Compass business development team. This will include all the following activities: pro forma financial analysis of new surgery center opportunities, legal document coordination, market analysis, M&A due diligence, support of marketing/PR efforts. The role will be vital resource to help extend the field team and create efficiency across the team. The position will support multiple development VPs responsible for closing new deals and may coordinate closely with CSP’s marketing/PR lead as needs arise. This will be accomplished while operating fully inside our Mission and Values. Position title and responsibility may adjust based upon skill and experience.			
FLSA: Exempt	Last Updated: 8/1/2020	Reports to (Title):	VP of Business Development
Responsibilities:			% of Time
1.	BD Financial and Market Analysis <ul style="list-style-type: none"> - Complete/review all financial projections for new projects - Coordinate with development lead to ensure full visibility into financial risk and key variables of new deals - “Own” business development financial modeling tools, making necessary improvements - Coordinate with CSP Finance team to maintain integrity of underwriting process - Conduct ad hoc analysis for new opportunities including evaluation of payer markets, clinical technology impact analysis - Analyze real estate investment and development opportunities 		30%
2.	General Support of Development Process <ul style="list-style-type: none"> - Coordinate initial bank proposals for new deals - Coordinate with CSP Finance to ensure delivery initial bank packages - Coordinate compilation of key legal documents during deal closing process - Provide input, support of market and deal strategy sessions - Support deal specific real estate search process - Create key internal pipeline reports - In coordination with development project leads, complete key presentation materials - Support other ad hoc requests 		40%
3.	Market Analysis: <ul style="list-style-type: none"> - Conduct market analysis to identify specific trends, market segments, and specific targets for the team. 		30%
Competencies: (What are the <i>competency</i> requirements for the position?)			
Proactive	<ul style="list-style-type: none"> • Able to identify and respond to team needs; • In the absence of specific direction to complete project work, ability to add value-added insights 		
Organized	<ul style="list-style-type: none"> • Organize diverse set of responsibilities and tasks while maintaining prioritization system • Adherence to internally and externally generated deadlines 		
Communication	<ul style="list-style-type: none"> • Organized in communication, providing transparency to internal and external parties at appropriate intervals • Ability to provide helpful critiques of CSP development work in a team-oriented and constructive manner 		
Technical	<ul style="list-style-type: none"> • Thorough understanding of financial and statistical analysis • Healthcare industry knowledge, including revenue cycle management • MBA/MHA candidate preferred • Experienced, nimble user of excel and other database tools • Ability to handle and derive insights from healthcare provider datasets (volume, billing, clinical, etc..) 		
Service-Oriented	<ul style="list-style-type: none"> • Strong interpersonal skills, ability to build external client relationships as warranted 		
Travel Requirements: Moderate travel.			Up to 25%

Job roles at an organization such as ours are dynamic. This is not an exhaustive job duty list. Management may temporarily or permanently change duties.