



Business Development Associate

First Resource Bank, a thriving community bank headquartered in Exton, PA and consistently recognized as one of the “Best Places to Work,” is seeking an entry-level Business Development Associate to join the Retail Team.

The Business Development Associate is an enthusiastic, customer-focused professional who is eager to learn and develop a career in banking sales and relationship management. They are self-driven individuals, capable of independently booking and managing a calendar of result-oriented activities. Their meaningful engagement with the local community builds name and brand recognition and grows deposit dollars. They are also responsible for collaborating with other departments within the Bank to continuously expand upon, improve upon, and advocate for the overall customer experience. This position includes structured training, mentorship, and shadowing opportunities with Business Development Officers and other bank leaders.

This is an exciting opportunity to join a community-focused organization where your relationship-building skills can make a meaningful impact.

Primary duties include:

- Identify, acquire, and grow new deposit relationships with business customers through efficient and intentional prospecting in order to meet or exceed annual deposit growth goals.
- Maintain detailed and timely documentation of all deposit growth efforts and results on pipeline.
- Responsible for all phases of the sales process:
 - Identifying leads through a number of methods including, but not limited to:
 - Networking efforts
 - Collaborating with community partners
 - Engaging Centers of Influence
 - Community involvement and volunteerism
 - Non-profit board or committee membership
- Participate in a structured training and development program focused on business banking, deposit growth, cash management, and relationship management.

- Shadow Business Development Officers during prospect meetings, networking events, sales calls, customer onboarding activities, and community engagement opportunities.
- Assist with prospecting, pipeline management, proposal preparation, onboarding, and relationship-building activities.
- Participate in community events, volunteer opportunities, and networking activities that increase awareness of First Resource Bank.
- Maintain accurate records of customer interactions and business development activities.
- Collaborate with Lending, Cash Management, Retail Banking, and other departments to learn how the Bank serves customers.
- Demonstrate initiative, professionalism, and a commitment to continuous learning and development.
- Be willing and able to travel locally at least 50% of the time, as well as be flexible in scheduling early mornings, late evenings, and weekends for prospect meetings and/or community events on an as needed basis.
- Maintain an up-to-date calendar and be readily available during business hours outside of scheduled bookings.
- Be willing and able to provide Branch coverage on the teller line and at the customer service desk no less than 4 Saturdays each calendar year.

Skills / Requirements:

- Strong interpersonal and communication skills
- Customer-focused mindset
- Knowledge of banking industry standards and best practices
- Active volunteerism in the community
- Organizational and time-management skills
- Self-motivated with a desire to build a career in banking sales
- Proficiency in Microsoft Office applications
- Ability to network and engage professionally within the community

Education and Experience:

- High school diploma or equivalent
- 0-2 years of sales, customer service, retail, hospitality, or related experience

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Ability to travel frequently among various locations

At First Resource Bank, you will enjoy an incredible family-style, community-focused atmosphere. Our excellent benefit package reflects the respect and appreciation we have for our team members.

We offer:

- Excellent annual compensation commensurate with experience
- Health, dental, vision, short- and long-term disability, and life insurance
- Enrollment in 401K plan with company contribution (after 6 months of service)
- Optional enrollment in ESPP stock plan (after 6 months of service)
- Paid time off
- Additional days off for Federal Holidays

First Resource Bank is an Equal Opportunity Employer

Please submit resume and cover letter to:

<https://recruiting.paylocity.com/recruiting/jobs/All/03c33d56-8789-45c2-bf68-69ba32f70460/First-Resource-Bank>