



## ARC Physical Therapy+ Job Description

**Position:** Business Development Liaison  
**Reports to:** Director of Marketing  
**Location:** Des Moines, Iowa Metro Area  
**FLSA Status:** Exempt  
**Last Revision:** June 6, 2017

Founded in 2003, ARC Physical Therapy+ started as a physical and occupational therapy company but has grown into the region's foremost wellness, injury prevention and rehabilitation company – a healthy workforce company. To learn more about our company visit [www.arcpt.com](http://www.arcpt.com).

ARC is an equal opportunity employer and does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status or physical or mental disability. In compliance with the Immigration Reform and Control Act of 1986, we will hire only U.S. citizens and aliens lawfully authorized to work in the United States (if the position is or will be one which is subject to U.S. law).

**Position Purpose:** responsible for growing referrals and new business opportunities in Des Moines, Iowa and surrounding area marketplace

### Essential Duties and Responsibilities:

- Make sales calls/contacts with referrals sources, including physician offices, adjusters, employers and case managers. Communication will be done through face to face meetings, emails and phone calls as directed (50x/wk)
  - Expectation that twenty five of the contacts made each week will be face to face
- Acquires and organizes relevant information about referrals and trending on a weekly and monthly basis
- Responsible for planning and executing large scale ARC sponsored programs with referral sources
- Plans and executes ARC sponsored learning events bi-monthly
- Manages contacts and contact platform as directed
- Participates in vending opportunities at conferences/seminars and/or community related activities as needed
- Actively participates in community involvement and engagement events that align with ARC strategic initiatives (example Chamber membership or other opportunities for brand exposure)
- Conducts weekly meetings with the Des Moines ARC PT+ Clinic Directors or Lead Therapists
- Other duties as assigned

### Position Requirements

- Bachelor's or advanced degree in relevant areas
- Sales and business development experience preferred
- Strong organizational skills
- Proven self-starter skills and ability to work independently
- Outstanding written and verbal communications skills
- Ability to stay highly organized, pay attention to detail and prioritize projects and work through distractions in a fast-paced environment
- Social media skills are preferred
- Computer skills: MS Word, Excel, PowerPoint, design software such as InDesign
- Reliable transportation to/from sales calls/contacts
- Travel when directed and as needed for the position
- Experience working in a team-oriented, collaborative environment
- Follow clinic and OSHA safety rules and procedures
- Uphold HIPAA regulations and maintain confidentiality



### **Working Conditions**

The Business Development Liaison may spend extended time sitting and using office equipment and computers, which can cause muscle strain. The Business Development Liaison will also have to do some lifting of supplies and materials from time to time. The incumbent will spend time in an office setting, as well as in the field calling on referral sources, which will require driving their own vehicle. The incumbent will spend time independently working and will have days spent meeting with other team members or clinicians. The incumbent must also spend time on the computer which requires attention to detail and high levels of accuracy. There are a number of deadlines associated with this position, which may cause stress. The incumbent must also deal with a wide variety of people on various issues.

### **Physical Demands**

- Ability to lift fourteen (14) pounds
- Ability to sit for extended periods
- Fine motor skills
- Visual acuity

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 14 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Physical Demand Ratings are an estimate of the overall strength requirements that are considered to be important for an average, successful work performance of a specific job. In order to classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated.

Note: This document describes the general nature and level of work required of people assigned to this job. It is not tended to be an all-encompassing list of responsibilities, duties, and skills. Additional duties or job functions that can be performed safely may be required as deemed necessary by supervisory personnel. The employee must adhere to all work rules, procedures, and policies established by the company, including, but not limited to, those contained in the employee handbook.

**How to apply for this position?**  
**Send your contact information and a resume to [employment@arcpt.com](mailto:employment@arcpt.com)**