

Business Development Executive – Job Description (JD)

Job Title: Business Development Executive

Location: Lagos, Nigeria (Remote)

Team: Growth & Advisory

Reports to: Founder & CEO

Type: Full-Time

About Delovox

Delovox is a data intelligence and advisory firm helping businesses across Nigeria and Africa unlock growth through data-driven solutions. We work across sectors including energy, agriculture, real estate, manufacturing, and technology—transforming raw data into actionable business outcomes.

We are building a high-performance team focused on delivering measurable impact and scaling innovative solutions across industries.

Role Overview

We are looking for a Business Development Executive to drive pipeline growth for Delovox's advisory services. This role focuses on identifying, engaging, and qualifying potential clients, and converting outreach into booked consultation meetings.

You will work closely with leadership to expand market reach, build strategic relationships, and contribute directly to revenue growth.

Key Responsibilities

1. Lead Generation & Prospecting

- Identify and research qualified prospects across target industries
- Build and maintain a strong pipeline of potential clients
- Conduct outbound outreach via LinkedIn, email, WhatsApp, and in-person channels

2. Relationship Management

- Develop and nurture relationships with prospects over time
- Engage decision-makers and understand their business needs
- Maintain consistent follow-ups and communication

3. Pipeline & Conversion Management

- Qualify leads and move them through the sales pipeline
- Schedule and secure consultation meetings with decision-makers
- Maintain accurate records of all activities in the CRM system

4. Market Engagement

- Attend industry events, networking sessions, and business forums
- Represent Delovox in relevant professional environments
- Contribute to brand visibility and market presence

5. Reporting & Collaboration

- Provide regular pipeline and performance updates
- Collaborate with internal teams on client insights and positioning
- Support alignment between outreach efforts and company strategy

Ideal Candidate Profile

Skills & Experience

- 2–4 years' experience in business development, sales, or a client-facing role
- Experience in B2B services, consulting, or technology is an advantage
- Strong communication and relationship-building skills
- Ability to manage outbound outreach across multiple channels
- Familiarity with CRM tools (e.g., HubSpot, Salesforce)
- Good understanding of the Nigerian business environment

Key Competencies

- Self-motivated and target-driven
- Strong organizational and follow-up skills
- Resilient and adaptable in a dynamic environment
- Ability to work independently and manage priorities

Key Performance Indicators (KPIs)

- Number of qualified consultation calls booked per month
- Pipeline growth and conversion rate
- Consistency in outreach and follow-up activities
- Accuracy and completeness of CRM records

What We Offer

- Clear performance-driven structure
- Opportunity to work closely with company leadership

- Exposure to high-impact business advisory projects
- Career growth opportunities within a scaling startup
- Flexible hybrid working environment