

REMOTE POSITION

BUSINESS DEVELOPMENT ASSOCIATE

May 2026

Ready to help shape the energy future of American homes? From blueprints to backyards, you'll guide the strategy that elevates propane as the smart, resilient choice—driving momentum, inspiring industry leaders, and transforming how construction professionals make energy decisions. If you're fueled by purpose, vision, and impact, this role is made for you! Read on for more information and how to apply...

Job Title:	Business Development Associate
OT Status:	Non-Exempt
Reports to:	Director of Commercial Business Development
Direct Reports:	0
Work Location:	National, Flexible

The **PROPANE EDUCATION & RESEARCH COUNCIL (PERC)** has an amazing opportunity for a **Business Development Associate**. The first energy council of its kind, PERC, a non-profit, works with retailers, consumers, and partner industries to drive technology development to expand adoption of propane as a clean, domestic, and affordable energy source. This **remote position** reports to the Director of Commercial Business Development.

Job Summary:

The Business Development Associate (BDA) works with the business development team and is responsible for supporting and advancing business development initiatives by coordinating commercialization efforts across planning, communication, marketing, and project execution. The position ensures that market programs—such as construction specifier outreach, builder engagement, and dealer network support—are effectively implemented and aligned with organizational objectives. The BDA also identifies and nurtures strategic relationships with partners and potential customers to drive growth opportunities. The role contributes to building and maintaining a pipeline of new business prospects through direct and indirect outreach, prospecting, and engagement activities. The BDA collaborates closely with marketing, sales, and product development teams to design and implement strategies that support business development objectives. Performs other duties as assigned.

Key Responsibilities:

- 3-5 years of directly related experience
- Researches, evaluates, and responds to inquiries, providing accurate information and directing stakeholders to appropriate resources.
- Conducts thorough research and analysis to inform and support program initiatives.
- Quickly learns, retains, and effectively communicates organizational programs, priorities, and initiatives across multiple functions.
- Demonstrates strong communication skills with the ability to engage key audiences effectively both in person and virtually.
- Manages multiple projects simultaneously, balancing priorities and meeting deadlines with accuracy and efficiency.
- Clearly communicates direction and expectations to internal teams and external partners to ensure alignment and successful execution.

Competencies:

- Exhibits the values of the organization: Collaborative, Dependable, Respectful, Purposeful, Customer-Focused.
- Meticulous attention to detail with a focus on accuracy and quality.

- Innovative problem-solver with strong planning, organizational, and analytical skills.
- Proactive in follow-up and ensuring tasks are completed to resolution.
- Flexible and adaptable in managing shifting priorities and fast-paced environments.
- Exceptional written and verbal communication skills with the ability to engage diverse audiences.

Education:

Bachelor's degree preferred or relative experience.

Working Conditions:

Office Work Environment (50%-100%) / Travel (up to 50%)

Benefits: In addition to a competitive salary, PERC offers excellent benefits such as: vacation and sick pay, 401(k) retirement plan, healthcare (to include Vision and Dental), LTD, Life insurance, and a wonderful and supportive work environment.

Please apply via this link: <https://propane.bamboohr.com/careers/51?source=aWQ9MjM%3D>

ONLY APPLICANTS WHO ANSWER ALL APPLICATION QUESTIONS AND MEET THE STATED QUALIFICATIONS WILL BE CONSIDERED.

THE PROPANE EDUCATION AND RESEARCH COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by federal, state or local law.

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