

# JOB POSTING NOTICE



**POSITION:** Business Development Officer

**LOCATION:** Sulphur Springs, TX

**SCHEDULE:** Monday - Friday 8:00 am - 5:00 pm

## POSITION PURPOSE

This position plays a key role in driving growth for the community bank by building strong customer relationships, delivering exceptional service, and identifying opportunities to expand the bank's client base. This role emphasizes a customer-first approach, ensuring that every interaction reflects the bank's commitment to personalized, community-centered banking. This employee offers the customer the highest degree of service and promotes all Alliance Bank's products and services.

## SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

- Personify Alliance Bank's mission statement of *The best in all we do*.
- Ability to read, write and speak the English language, bilingual helpful.
- High School diploma (or equivalency) and knowledge of specialized principles that would be obtained through a formal four (4) year academic program in related fields such as finance, accounting, banking, economics, marketing, business, etc., or a combination of education and experience providing equivalent knowledge.
- A minimum of five (5) years' experience in business development.
- Must possess excellent interpersonal communication skills and have the ability to deal with and respond to employees, customers, third-party vendors, and salespersons with tact, diplomacy, and a sense of urgency.
- Excellent ability to reach a wide range of customers and potential customers with ease and tact.
- Sales-oriented mindset with a consultative approach.
- High-energy, outgoing, and entrepreneurial mindset with a strong drive to succeed in a sales-focused environment.
- Demonstrated ability to work independently, set priorities, and consistently exceed performance goals.
- Strong networking skills with the ability to actively engage in community events and build centers of influence.
- Results-driven with a proven track record of business development, sales growth, or relationship management success.
- Ability to maintain a high level of activity, including outbound calls, in-person visits, and community engagement.
- Strong organizational and pipeline management skills with attention to detail and follow-through.
- Must be able to travel regularly from location to location.
- Previous supervisory or management experience.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Develop and maintain long-term relationships with new and existing customers, delivering a high level of personalized service aligned with community banking values.
- Serve as a primary point of contact for client needs, ensuring timely and effective resolution.
- Conduct regular outreach (calls, visits, events) to strengthen customer engagement.
- Identify and pursue new business opportunities within the local community.
- Generate deposits, loans, and other banking relationships through proactive outreach.
- Collaborate with retail, lending, marketing, and operations teams to ensure seamless onboarding and service delivery.
- Partner with internal teams to cross-sell appropriate banking products and services.
- Track and report business development activities and pipeline progress.
- Participate in community affairs to increase Alliance Bank's visibility and to enhance new business opportunities.
- Maintain a strong understanding of bank products, services, and competitive offerings.
- Act as a champion for customer experience across all banking interactions and resolve customer concerns with professionalism, empathy, and urgency.
- Attendance and punctuality are a must.

This is a summary of the requirements and essential functions.  
The full job description is available upon request.

**Qualified applicants should submit a resume to [HR@Alliancebank.com](mailto:HR@Alliancebank.com).**



**AN EQUAL OPPORTUNITY EMPLOYER**