



**Job Title:** Business Development Associate  
**Department:** Member Services / Business Development  
**FTE:** Full-Time

**About Healthix:**

Healthix is part of a nationwide movement to improve our health care system through better access to information. Healthix is the largest public health information exchange (HIE) in the nation, bringing together over 550 healthcare organizations at more than 4,400 sites across New York City and Long Island. We provide secure access to clinical data of more than 16 million patients to improve quality of care, efficiency and effectiveness. Healthix delivers actionable patient data electronically 24/7 in real time, with patient consent and consistent with regulations and policies established by NY State Department of Health. Healthix mission is to support healthcare providers and health plans to provide care management, improve clinical outcomes, promote efficiency and reduce healthcare costs.

**Position Summary:**

The goal of the Business Development Associate is to meet recruitment goals for Healthix as they are established by the Healthix Senior Management team and in support of the Healthix strategic business plan. The individual is responsible for targeting potential participant organizations that are strategic to the Healthix community and engage with prospects, at various points in the recruitment cycle, to introduce them to Healthix and the value of health information exchange. The Business Development Associate will drive the contracting and onboarding processes, leveraging relationships with our channel partners and facilitate effective transitions to other Healthix teams.

**Responsibilities include but are not limited to:**

- Actively recruit new participants to support recruiting goals consistent with the Healthix strategic business plan and the Statewide Health Information Network of New York (SHIN-NY) requirements.
- Serve as “Healthix education expert” and act as point of contact for prospects as a member of the Business Development team. This includes delivering online or onsite presentations and webinars that demonstrate the value of Healthix services.
- Build and cultivate relationships with our strategic business development channel partners
- Guide new Participants through contracting and onboarding processes including coordination with Project Management, Compliance and Account Management
- Manage relevant information and document activities in our Client Relationship Management Salesforce database
- Produce and/or contribute to reporting assignments as they are defined by Healthix funders (New York eHealth Collaborative and NY State Dept. of Health)

- Work collaboratively with the Business Development team members as well as key departments at Healthix to meet organization's goals
- Engage other new business opportunities as needed; represent Healthix at events and conferences as assigned

### **Education and Experience**

- Bachelor's Degree is required.
- Minimum of two+ (2+) years of related experience, preferably in the health care industry, and an understanding of small to medium physician practice operations.

### **Qualifications**

- Experience at managing a portfolio of prospects and delivering on recruitment targets
- Proven ability to identify, educate, recruit and deliver new clients / Participants
- Strong interpersonal and verbal communication skills
- Competence in developing strong relationship skills with high emphasis on delivering value and service
- Knowledge of physician practice environment in the greater New York region
- Results oriented
- Strong project management and organizational skills
- Team player and collaborator
- Flexible and resourceful
- Knowledge of MS Office 365, Excel, PowerPoint, and Salesforce CRM

### **Application:**

Interested individuals are invited to apply at [careers@healthix.org](mailto:careers@healthix.org)