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**OVERVIEW**

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Capsule ([www.capsule.us](http://www.capsule.us)) is an award-winning design firm based in Minneapolis. We're currently seeking a thoughtful, enthusiastic and diligent Business Development Manager to join our hard-working, fun-loving team.

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**DESIRED**

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We're looking to bolster our team with an individual that can listen, share and amplify our expertise and vision to new connections and potential clients. This role is sales focused, responsible for meeting business development goals for the firm and creating impactful leads through daily outreach, follow up and ongoing relationship building.

This role involves creating opportunities through networking and staying connected with the Minnesota and other relevant business communities. This individual will develop a deep understanding of our design processes and must be a curious and strategic thinker, engaging prospects in our work and finding solutions that fit their needs.

Ideal candidates are savvy communicators, comfortable co-creating proposals and presentations that strategically position Capsule, and representing the firm to potential clients in conversation. In addition to strong interpersonal skills, this candidate must be able to keep a strong and organized contact database, robust LinkedIn and continuously research for new opportunities. Experience working in HubSpot is an added benefit for this role.

Flexibility, confidence and a self-starter attitude are a must. And, experience in the marketing, brand or design world are a definite plus. As a fellow member of the Capsule crew, this person must be able to work within a cohesive team while also able to work well independently.

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**SKILLS AND ATTRIBUTES**

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Knowledgeable of business development and marketing methods including writing concise messages, networking, and engaging in digital mediums.

Self starter. Organized. Resourceful. Strategic thinker. Intuitive. Flexible. Good at networking and identifying opportunities. Willingness to take on the tasks in a small company.

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**REQUIRED**

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A Bachelor's degree in business, marketing communications or related field

2-3+ years of proven business development/consultative selling experience

Proficient in networking, with extensive LinkedIn connections

Experience with CRM systems

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**ABOUT CAPSULE**

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Capsule has refused to adopt a descriptor since 1999. We've worked indoors and outdoors. We've strategized for billion dollar industries and nonprofits. Conducted research for brands both big and small. We've given new faces to startups and facelifts to businesses over a century old. We've named everything from apples to office chairs. Rebranded schools and orchestras. Crafted experiences for grocery stores and Super Bowls. Our refusal to limit our work to one specific industry, combined with the satisfaction we find from poking problems that others won't touch with ten foot poles, has earned us quite the rolodex of partners over the last 20 years. So if you asked us to describe Capsule in a word, we guess our word would be "We can't."

Clients we've grown with include Patagonia, Thrivent Financial, Mattel, Minnesota Orchestra, Medtronic, Cargill, Gerber, Hydro Flask, Red Wing Shoes, The Honest Company, Yakima, Herman Miller, Caribou Coffee, Pepsi and SmartWool.

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**APPLY**

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Interested? Send your resume (PDF) to Sarah Day at [sarahday@capsule.us](mailto:sarahday@capsule.us) and we'll be in touch if we like what we see. No walk-ins or phone calls, please.

This is a full-time position beginning as soon as possible. Only candidates with the requested experience will be considered. Candidates who are not US citizens or permanent residents must have authorization to work in the US before applying.