



Job Description: Business Development Manager

April 23, 2026

Overview

Digitunity is a national non-profit organization with a mission to make owning a computer possible for everyone. As an intermediary, we are a nimble, fully-remote team working at the systems level to achieve our mission and enable the widest positive impact possible. Generating a robust and reliable supply of previously used computers to ultimately benefit those impacted by the digital divide is a critical aspect of Digitunity's work.

It is estimated that 270-380 million computers are in circulation across U.S. households and businesses. 40-60 million computers are retired each year, with 20-30 million commercial devices entering the IT asset disposition stream each year. Currently, of the 40-60 million devices retired annually, a significant majority (up to 70-80%) of the collected e-waste is shredded or processed into raw commodity scrap (steel, aluminum, copper) *before* the potential for refurbishment and reuse is realized. Only a small percentage of the retired devices, approximately 10-18% by weight, are documented as being resold or earmarked for repair and refurbishment.

Initially reporting to the Chief Program Officer, the Business Development Manager is a vital role responsible for expanding the volume of equipment Digitunity generates and places with nonprofit and public sector service delivery organizations across the country each year. Additionally, as the role's scope expands, the Business Development Manager will drive an expansion of corporate sponsorship and play a critical function in generating advising/consulting sales revenue.

This role requires a creative, driven, entrepreneurial self-starter that thoroughly understands IT asset management, IT asset disposition, procurement, or related areas of the technology hardware lifecycle in the United States. Moreover, candidates for this role must have a firm and authentic belief in the value of eliminating the digital divide. This role requires someone who thrives in a remote work environment, takes initiative, works independently, actively follows through on commitments, and delivers on goals.

Primary Job Duties

The initial purpose of this role is to identify, test, and refine the most effective pathways for generating net-new technology supply from businesses, government, and other institutions. This includes outreach, but also requires developing and validating messaging, identifying barriers to participation, and helping shape approaches that can expand the pipeline of equipment that Digitunity can distribute. Donor entities would then work with Digitunity's Member & Donor Services Manager to facilitate logistical details and placement with recipient organizations.

The Business Development Manager will conduct cold outreach via phone, email, and LinkedIn; maintain a record of activities; and generate interest in participation. The Business Development

Manager will be supported by subscriptions to LinkedIn Sales Navigator, ZoomInfo, or other modern tools that enable effective donor prospect identification and lead cultivation. Special consideration will be given to candidates that have the ability to leverage AI tools for prospecting and lead generation.

While the role will begin with a singular focus on generating in-kind technology donations from businesses, the Business Development Manager will ultimately have the opportunity to leverage their skills to focus on two other areas that are key to Digitunity's ongoing success and growth:

- *An expanded effort to solicit corporate sponsorship or corporate philanthropic gifts would provide Digitunity with critical financial support to support its work.*
- *An expanded effort to solicit advising/consulting engagements with state or municipal entities would not only yield valuable revenue to generally support Digitunity's work, it would also allow for targeted, mission-related work in key geographic areas.*

Key Responsibilities

- Secure new in-kind donations of technology by identifying prospects, researching, qualifying, approaching, and soliciting to secure the contribution; adhere to best practices to move relationships through the process.
- Actively work to move the act of making a one-time equipment transaction towards a durable change in each donor's IT asset management approach that embeds donation into their ongoing processes.
- Develop or supplement knowledge of digital inclusion and the role of computer ownership; effectively convey to donor prospects the unique opportunity to leverage retired technology to support their communities.
- Develop and submit proposals, as needed, with an action plan to gain support; develop robust responses to objections from prospective in-kind donors.
- Actively interface with Digitunity's Member & Donor Services Manager to facilitate the processing of in-kind technology donations.
- Maintain a database of prospects and partners, and a record of activities.
- Create or collaborate on impact reports to be disseminated to donor entities.
- Together with other members of the Digitunity team, employ a collaborative approach to maximize short-term technology donations while building long-term productive relationships.
- Perform other duties as assigned to meet business needs.

Desired Qualifications and Skills

- Bachelor's degree in a related field.
- 5+ years experience in sales, corporate fundraising, business development, relationship management or related areas in either the for-profit or nonprofit arenas.
- Demonstrated ability to be a confident, tenacious, and effective conductor of cold outreach via email, phone, or LinkedIn; creative in spirit and entrepreneurial in approach.
- Experience with or interest in utilizing AI tools to enable prospecting and lead generation.
- Experience working with business accounts of all sizes, from SMBs to Fortune 500 companies, transforming one-time gifts into lasting partnerships.

- Impeccable written and verbal communication skills, with demonstrated capability to deliver compelling presentations and proposals.
- General understanding of the IT equipment lifecycle, including disposition, data sanitization standards, and refurbishment processes.
- Proficiency in Google Workspace, Asana, and virtual communication platforms such as Slack and Zoom.
- Ability to work independently and thrive in a fast-paced, highly collaborative small team environment with a proactive approach to problem-solving.
- Experience working in a remote environment.
- Ability to work effectively in a mission-driven organization whose clients and staff reflect significant diversity with respect to race, ethnicity, gender, orientation, socio-economic status, nationality, and religion.

Other Information

- New hires for this role will undergo a 90-day introductory period to allow both the employee and management to evaluate fit and performance. Regular check-ins will occur during this time to provide feedback. Continued employment is contingent upon successful completion of this evaluation period. At Digitunity's discretion, the introductory period may be extended if necessary.
- The salary range for this position is \$82,500 to \$87,500, commensurate with experience, skills, and demonstrated expertise relevant to the role.
- Digitunity offers generous benefits including: 100% employer paid individual health, dental, vision, and life insurance, a full suite of additional employee-paid insurance options, a 401(k) retirement program with an employer match of up to 5%, unlimited paid time off, and a \$100/month stipend for home internet.
- This position is 100% remote; periodic travel throughout the United States will be required.
- Candidates must have the availability to work 40 hours per week, with availability generally between 9 AM and 5 PM local time. Working hours can be flexible depending on the scope of work being done, with periodic support of events that may be in the evening or on the weekend.
- Candidates for this remote position must have the ability to work in a distraction free environment with consistent internet connectivity speeds capable of handling videoconferencing.
- A job in this category may involve sitting most of the time with long periods of computer work and phone usage.

To Apply

Interested parties should submit a resume and cover letter [through Digitunity's website](#) by 5 PM ET on Friday, May 8, 2026.