

Business Development Manager Position Overview

Primary Function:

The Business Development Manager will be responsible for leading new business opportunities. This will include the pursuit of construction opportunities with major emphasis on cultivating new commercial clients in the Tri-State Area.

Reporting Relationships:

Reports to Charles W. Brown Jr.

Summary of Responsibilities:

- The candidate must be proactive and execution-oriented in his/her approach to business development. He/she must be capable of broad, strategic thinking with respect to emerging customer needs, competitive positioning, and be able to identify opportunities in the market.
- Responsible for creating and maintaining relationships and developing new clients.
- Develop market and business development strategies for existing and new clients.
- Required to utilize and/or develop databases to record contacts and opportunities and to obtain and retain project and company information for inclusion in marketing and proposals.
- Meet with prospective customers to determine needs and full potential of accounts.
- Develop and create proposals and presentations.
- Establish and maintain good customer relations with all new clients and assist with facilitating opportunities and strong relationships with existing client base.

Requirements:

- Have a thorough knowledge of business development process (identification, qualification, capture and bid activities).
- Have an in-depth understanding and proven experience with clients in construction projects.
- Minimum of five years of construction industry related marketing experience.
- Computer skills, including intermediate to advanced level in Microsoft Office Applications, Excel, Power Point, Word and Outlook.
- Strong organizational skills and the ability to prioritize work assignments.
- Excellent written and oral communication skills.
- Persuasive leadership skills.
- A college degree (preferably in marketing, communications, public relations or a related discipline) with a minimum of 5 years or more professional experience in engineering, architecture, commercial construction or marketing firm.
- Candidate must have a track history of exceeding sales goals and driving profitable sales.
- Strong interpersonal skills needed for interacting with existing and potential clients.
- Candidate must be proficient online to include social media (Linked In, Facebook, Twitter) and research capabilities.
- Preparation and execution of all promotional pieces.

Key Internal Interfaces:

- Project Management Team
- CEO and President