



## **BUSINESS DEVELOPMENT SPECIALIST JOB DESCRIPTION**

JAIR LYNCH is a Washington, D.C. based urban regeneration company that responsibly transforms urban markets into extraordinary neighborhoods. The company is involved in real estate projects as a master developer, market/financial feasibility analyst, real estate advisor, development manager, construction manager and investor. To help us achieve our vision, the company is in need of a Business Development Specialist for its fee services area with strong technical, work and personal skills. For additional company information please see the firm's website ([www.jairlynch.com](http://www.jairlynch.com)).

### **Primary Function**

The Business Development Specialist ('BDS') will work under the direction of the company's President/Chief Executive Officer and Executive Vice President/Chief Development Officer but is expected to interact with all associates, including development and accounting staff as well as outside vendors. The BDS defines business development and marketing goals and implements effective strategies to generate new "fee" business with third-party clients and build the JAIR LYNCH brand. Fee business focuses on real estate advisory and development services with third party clients; in effect acting in whole or in part as a client's outsourced real estate department. The BDS must be able to work efficiently in a fast-paced, multi-task environment.

### **Duties & Responsibilities:**

#### **Business Development**

- Create and execute the overall strategy for sourcing and securing new fee business opportunities from third party clients with particular emphasis on the DC Metropolitan Area. This has been historically based on institutional, municipal and non-profit clients. The company desires to grow its private sector client base as well as expand into federal business opportunities.
- Evaluate new opportunities in terms of income potential and mission fit.
- Achieve quarterly Business Plan goals.
- Cultivate strategic relationships with potential clients, contacts and business partners to drive fee business and build the JAIR LYNCH brand.
- Prepare the firm's RFP response protocols, including soliciting RFPs and writing proposals for new business, acting as primary company liaison to potential new fee clients and participating in meetings and interviews as needed.
- Develop and administer a business development database that includes client and prospect information, proposal tracking and follow up, analysis of competition and performance metrics.
- Represent JAIR LYNCH on various boards, committees and trade organizations as required to secure new fee business opportunities and establish a policy position as embodied in the company's Core Integrity.



# JAIR LYNCH

DEVELOPMENT PARTNERS

## Qualifications

- Ability to effectively multi-task under pressure, meet deadlines and deliver high quality work.
- Ability to move from broad strategic perspective to tactical implementation and translate thoughts into actionable plans.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Strong project management, planning and organizational skills with the ability to both lead and participate in cross-organizational teams.
- Strong creative skills with the ability to innovate and think outside the box.
- B.A. or B.S. Degree
- Five years minimum work experience in a real estate, construction or finance related business.
- Federal business experience a plus.
- High degree of organizational skill and problem-solving ability; specifically the ability to work as self starter.
- Respect for details and ability to accurately execute them at a high level without excess supervision.
- Collaborative approach and respectful relationship style with both associates and external service providers.
- Articulate communication skills – verbal, pictorial and numerical.
- General relevant computer skills including Microsoft Word, Excel, ACCESS, PowerPoint and Project. Must be proficient in or able to quickly learn Adobe Creative Suite CS4.
- Desire to invest your passion and commitment to a vision you feel you can embrace and contribute to the growth of the company and its success.
- A willingness and flexibility to do “whatever it takes” for “whoever needs it” to foster the growth and success of the business.
- Strong employment references and submit to/pass a complete background check.
- Ability to embrace and live the company’s Core Integrity.

## Salary & Benefits

Salary commensurate with experience. Benefits include health insurance, disability insurance and 401(K) plan. Two weeks vacation annually.

## Contact

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**JAIR LYNCH IS AN EQUAL OPPORTUNITY EMPLOYER**