



JOB DESCRIPTION

Position: Director of Business Development

Reports To: Founder & Owner; CFO

Status: Exempt

Salary: Commensurate with experience

Position Summary: The primary responsibility of the Business Development Director is to procure construction opportunities for the company and coordinate the marketing efforts with the Director of Marketing.

Position Responsibilities:

Duties and responsibilities include, but are not limited to:

- Identify qualified opportunities through the development of strategic relationships with architects, developers, brokers and owners. These relationships should target project opportunities such as: U.S. Government Facilities, Corporate Offices, Education Facilities, Hospitality/Restaurant Facilities, Embassies, Medical Facilities, Retail Facilities and Sports/Recreational Facilities.
- Critically apply market and business sectors knowledge toward the formation of prequalified opportunity and client lists.
- Develop and administer new business development database which includes prospect information and status
- Assist with the company's response to requests for proposals and bid opportunities once qualified opportunities have been identified.
- Direct firm's overall marketing and strategic planning programs, and corporate communications. Facilitate client development through marketing and client services programs.

- Oversee, manage and execute corporate communications activities including: external communications (press releases, direct mail, newsletter), internal communications (newsletter, e-mail communication) public relations efforts and working with external vendors and consultants.
- Assist with and support firm's involvement in various industry networks and associations including coordinating business development and marketing activities via these relationships.
- Oversee firm's electronic marketing efforts including supervision of Web site design and maintenance.

Education:

College degree required. Concentration in Marketing, Business, or Communications preferred.

Experience:

Ten years in marketing/business development role within professional services environment.

Necessary Attributes:

- Knowledge of construction markets and business sectors is essential.
- A thorough familiarity with construction concepts, definitions, practices and procedures.
- Strong communication and organizational skills, along with an ability to be self-directed.
- Must be a self-starter, highly organized, and able to work well with all levels within the company and industry.
- Polished presentation and interpersonal skills.
- Must possess top level business management, interpersonal, and facilitation skills.