

<b>Job Title:</b>	Business Development Manager	<b>Reports To:</b>	SVP – Mktg & BD
<b>Division:</b>	Corporate	<b>FLSA Classification:</b>	Exempt
<b>Department:</b>	Marketing & BD	<b>Salary Grade:</b>	6

### Position Purpose

Performs business development and marketing activities, including planning and strategy, for specifically assigned market segments. This individual will be responsible for developing a pipeline of opportunities falling within the overall corporate plan. Prepares formal sales presentations along with assisting the marketing department in qualification and proposal responses.

### Essential Functions and Responsibilities

#### Technical Skills

- Database Management
- Knowledge of the Construction Process
- Powerpoint

#### Leadership

- Must be able to represent the company and lead project pursuits

#### Decision Making & Problem Solving

- Must be creative in applying the right solution to our client's problems

#### Pro-Active

- Self Starter
- Does not need much direction to achieve goals

#### Detailed & Organized

- Must be able to manage multiple project pursuits at the same time

#### Communications & Relationships

- Must be a consensus builder
- Must be able to effectively brand our company and communicate our value proposition

#### Procedures & Quality Control

- Strong Record keeping and database management necessary.

### Qualifications & Requirements

#### Education / Certification

- Bachelor's of Construction Science or Business Degree

#### Recommended Work Experience

- Minimum 5 years of Sales Experience
- Relevant experience if the AEC community

#### Recommended Knowledge, Skills, and Abilities

Basic computer and industry specific software knowledge required. Must have the ability to plan, organize, communicate effectively, and resolve conflicts. Standard constructability knowledge based on years of experience expected along with the ability to read/interpret plans, contracts, and job specifications.

### Working Conditions

Position requires regular, local, & long-distance travel to project sites, clients, and meetings. Normal working conditions will be in an office environment.

### Performance Measurements

- Annual Performance Review
- Regular Project Updates
- Internal and External Client/Customer Feedback
- Possible peer and/or 360 degree surveys