
Business Development Manager

DESCRIPTION OF THE POSITION:

The Business Development Manager is a professional representative of the firm responsible for contacting, meeting and establishing new business relationships in various markets (education, healthcare, commercial and interiors) for the purpose of securing new architectural services. The Business Development Manager oversees the firm's business development program, taking leading role in new business development and existing client maintenance and provides the direction, support and assistance needed by management to accomplish the firm's business development goals.

RESPONSIBILITIES:

General Duties:

- Identify new project opportunities.
- Contact previous clients to identify new projects.
- Participate in presentations to new and existing clients.
- Follow up with the clients after the job is complete to ensure customer satisfaction.
- Identify what new companies/customers are in the area.
- Lead finding through research, cold calling, networking, including participating in local organizations and events.
- Attend pre-bid meetings for clients or high profile jobs with appropriate marketing representative.
- Works closely with firm market leader (PM or Principal) to act as a liaison for client concerns.
- Review teaming strategies with consultant marketers for input to Principals and Project Managers.
- Develop and maintains an existing and past client maintenance program.
- Participate in state and national conferences as required and approved.

Specific Duties

- Develop system for lead and project tracking for internal corporate use (CRM).
- Oversee the Monday Marketing Meeting and provides the marketing opportunities lead list that is updated weekly.
- Prepare weekly marketing activity reports.
- Process, track and oversees the payment of all firm philanthropy efforts.
- Participate in Go/No Go decisions.
- Participate in RFQ brainstorming sessions.
- Develop, maintain and track an annual business strategic plan with the President to be presented to the Board of Directors, if requested.
- Coordinate annual revenue goals with Market leaders.
- Prepare annual marketing budget for review with President, if requested.
- Coordinate the client perception survey on an as-needed basis.
- Assess effectiveness of marketing activities and provides recommendations, if requested.
- Maintain rapport with select clients via periodic phone calls, visitations or tradeshow/convention contact.
- Network with other consultants to enhance market knowledge and firm's position.
- Network in Professional Associations.
- Submit monthly business development report of results, opportunity outlooks, proposal activities, and marketing leads, if requested.

Reporting Role:

- Report to the President and works closely with Principals, Project Managers and the Director of Corporate Development on business development issues.

QUALIFICATIONS:

Education:

- Bachelor of Arts with strong background in business administration, marketing.

Years of Experience:

- Minimum 5+ years of experience in the A/E/C industry.

Computer Skills:

- Microsoft Office Suite and Adobe Suite including Adobe InDesign, Adobe Photoshop and Outlook and Vision.

Other Requirements:

- Strong oral and written communication skills.
 - Social Media skills a plus.
 - Some travel required.
 - Excellent problem solving skills and ability to changing needs.
 - Ability to work in team environment.
 - Willing to meet job obligations and firm's commitments, as well as any other activity or task deemed necessary by immediate supervisor or Principals.
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