

## *Essential Duties/Responsibilities:*

- Participate in BD and Marketing planning processes
- Participate in weekly BD and Marketing meetings
- Provide quarterly feedback and goals to the executive team
- Assist in developing short and long-term growth strategies at a regional and local level
- Become and remain continually informed on industry developments and the competitive landscape
- Identify and communicate competitor and market sector intelligence
- Research prospective clients and competitors in target markets
- Team with Marketing Department on client acquisition and retention initiatives
- Assist the Marketing Department with proposal/interview preparations
- Build, maintain, and grow BT's client base

## *New Client Development:*

Using their ever-changing understanding of the regional market, the Business Development Individual will develop and sustain a robust pipeline of relevant and qualified regional opportunities and clients.

## *Existing Client Retention:*

The Business Development Individual will identify and nurture relationships with the key clients, as well as expand the company's work with existing clients.

## *Solicitation Response:*

- Participate in the development of the proposal strategy and value messaging for proposals
- Serve as the client advocate for all responses to a client's request for proposals(RFPs), request for information(RFIs), and work solicitation inquiries. Then present an argument to management for go/no go decisions
- Lead pursuits, analyze results, and maintain existing client relationships to facilitate communication on current and future project performance
- Assist as needed in developing strategy, review, and present project interviews

## *Brand Development:*

Facilitate and assist in the advancement of the organizational and divisional brands.

## *Minimum Role Qualifications:*

- At least 4 years of relevant work experience
- Ability to travel as needed including some multi-day and out-of-state conferences, before/after hours and some weekends, to achieve the best results for the position
- Federal Contracting experience preferred
- The ability to accept the job at hand and take responsibility for the decisions and actions carried out
- Ability to give high-level presentations to internal and external groups
- Effective team work and collaboration skills
- Excellent written and verbal communication skills
- Extremely strong networking and relationship-building skills
- Excellent organizational and time management skills, able to work under pressure and prioritize effectively
- Minimum Bachelors degree in engineering, construction, or business preferred(or for the right business development/sales professional, a strong willingness and aptitude to gain through training to understand our specific services/market)
- Proven experience in a professional service-related business development or sales role
- Advanced Microsoft applications and presentation software knowledge required, CRM knowledge strongly preferred
- Setup and takedown of event booths required.