

## Marketing & Business Developer

### Job Summary:

Work to source, develop and foster relationships with potential and active clients. Assume responsibility for creating and maintaining an effective sales program to secure new construction contracts.

Reports to: Executive Team

### *Essential Duties and Responsibilities:*

- Act as a business partner and key advisor
- Develop relationships with owners, architects and civil engineers, developers, realtors, bankers and associations to produce opportunities for the company
- Build a short/medium/long-term sales pipeline
- Pursue project leads through a variety of different methods
- Call architects and engineers regarding prospective projects
- Prepare and present a weekly briefing report
- Follow up with existing customers to provide excellent customer service
- Develop and issue press releases
- Prepare and submit pre-qualifications, RFQs and RFPs
- Prepare presentations and present as necessary
- Submit projects for various industry awards
- Search newspapers and websites for prospective projects
- Coordinate updates to company website
- Any other duties assigned by the employer

### *Knowledge, Skills and Abilities:*

- Ability to participate in interviews with prospective clients/must have dynamic presentation and public speaking skills
- Knowledge of commercial construction and construction delivery systems
- Strong base of contacts
- Strategic planning/negotiating skills
- Relate well to people and have exceptional verbal and written skills
- Community involvement
- Networking

- Well organized and have excellent time management skills
- Understand construction contracts
- Minimum 5 years in the construction field

Hours:

This position is exempt with a minimum of 45 hours per week. General work week is Monday – Friday 8:00 am – 4:30 pm, but will require evening and weekend hours to attend business and social functions outside normal business hours.