



Position Title	Class / Location	Reports to
Business Development Manager	Admin / Portland	Division Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	4/April/2023

POSITION SUMMARY

The Business Development Manager is responsible for driving and maintaining business growth within the company. This role will develop existing and new business relationships in current and future markets to elevate project sales & profitability and promote the best delivery of customer and employee experiences.

This position will promote The KNCC Experience; ***“we bring our “A” game every day, we rise to the challenge and we do the right thing”*** and is dedicated to our mission statement; ***“Building a strong, vibrant future for every community we serve.”***

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Generate project leads across all current and prospective markets
- Coach and utilize company executives, project teams and the marketing team to develop and secure clients through contracting
- Point person for overall client relations, maintain current relationships and identify areas for potential clients.
- Point person for maintaining existing client relationships and identifying areas for potential clients.
 - Track potential clients/projects and meetings/interactions, maintain business development databases and other similar software.
 - Follow client satisfaction with periodic check-ins through construction process.
 - Provide feedback to Senior Project Manager/Division Manager and project teams.
 - Obtain and manage client references and reference letters.
 - Support and promote team members visits/interactions with key clients on agreed upon timetables.
- Organize industry events with attendance by other company personnel
 - Promote the company at events and in the greater communities
 - Attend regular industry events to market KNCC and develop relationships with industry partners and clients.
- Surveys of current clients and trade partners
- Recommend awards submissions and support award submission documentation.
- Track and report current market conditions and changes to key clients and design professionals.
- With support of Division Managers, Senior Project Managers, and marketing team, create and update divisional/segment marketing engagement reports and plans.
 - Monitor and inform Executive Team of changes and progress.
- Monitor and track upcoming public work potentials, i.e. bonds and similar initiatives.

- Train others in best practices of business development work
- Support and assist the marketing efforts with development and implementation of:
 - Policies & procedures
 - Branding
 - Public relations
 - Miscellaneous marketing tasks
- Support marketing & proposal team with proposal and interview efforts including:
 - Creating RFP/proposals, win strategies and content
 - Perform proofreading and editing of marketing and proposal content.
 - When needed, manage internal and external resources for proposal and content development to support proposal delivery and interview process.
 - Analyze past proposal and bid performance to assist with selecting the best project and client pursuits.
 - Manage and lead proposal efforts above when demand dictates.
 - Work with the marketing team to perform proposal follow up, categorize scoring/results and other submissions.
- Implement improvements and target adjustments for future proposals and bids.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in marketing, business, communications, or similar
- Sales, Marketing, and Management experience, minimum of 10 years
- Proficient knowledge of Microsoft Office, Adobe Creative Suite, other design software applications and digital marketing platforms
- Creative, outgoing, detail oriented professional with excellent communication and presentation skills
- Understanding of public and private construction contracting including CM/GC, Design-Build, and Competitive bid process
- Ability to self-manage workload, organize oneself and others, and meet fixed internal and external deadlines
- High level technical writing skills
- Highly experienced in corporate branding
- Familiar with marketing in the Architecture, Engineering & Construction fields
- Strong leadership skills
- Current driver's license and insurable driving record

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Signature: _____ **Name (print):** _____

Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.