



Business Development Manager Job Description

Reports To: CEO, President

Revision Date: October 31, 2017

TEEL Construction, Inc. is looking for an ambitious and energetic Business Development Manager to help us better serve and expand our customer base. You will be one of the most visible company representatives and will have the ability to create and apply an effective sales and marketing strategy for TEEL.

The goal is to drive sustainable financial growth through increasing sales and forging strong relationships with clients.

OVERALL RESPONSIBILITIES

- Develop a growth strategy focused both on financial gain and long-term customer satisfaction
- Produce prospective customers and properly pursue opportunities that align with TEEL's strategic market sectors
- Arrange business and marketing meetings with prospective clients
- Determine what the customer values and deliver value propositions that align with TEEL's Core Principles
- Build long-term relationships with new and existing customers
- Coordinate and attend weekly sales/marketing strategy meetings and long-term strategic planning
- Prepare and issue qualification packages for prospective customers
- Write/coordinate RFP/RFQ proposals and prepare for interviews
- Present proposals in interview settings with prospective customers
- Coordinate across business units with preconstruction and project management teams
- Assist with marketing and advertising initiatives
- Lead coordination, implementation and constant execution of Customer Relationship Management [CRM] software

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KNOWLEDGE/EDUCATION/SKILLS/ABILITIES REQUIRED

Any combination of education and experience providing the required skills and knowledge for the successful performance would be qualifying. Typical qualifications would be equivalent to:

1. Completion of the 12th grade, supplemented with a minimum of 5 years construction experience, of which at least 3 years must have been in a leadership capacity.
2. Completion of a minimum of an Associate's degree in an Engineering, Construction Management, or Business-related field supplemented by a minimum of 7 years construction experience of which at least three years must have been in a leadership capacity.
3. Completion of a four-year degree in an Engineering, Construction Management or a Business-related field supplemented with a minimum of 5 years construction experience, 3 of which must have been in a leadership capacity.

DEMONSTRATED CAPABILITIES

- Knowledge of commercial construction market segments/project type (Corporate Interiors, Retail, Restaurant, Healthcare, etc.)
- Proven working experience as a business development manager or a relevant role
- Proven sales track record
- Presentation skills that represent the TEEL's Core Values
- Five+ years of networking/relationships in the construction industry
- Proficiency in MS Office
- Communication and negotiation skills
- Ability to build rapport
- Time management and planning skills
- Ability to travel from time-to-time for meetings with prospective out-of-town customers

This description is a summary and not an exhaustive attempt at covering every activity and task of the job. The incumbent should be able to react to change productively and to handle other tasks and responsibilities as assigned.