

LOCATION:

Chicago

GENERAL SUMMARY:

The Director of Business Development will nurture existing clients and develop new client relationships within target markets to increase sales, build project backlog, provide billable work for staff, and identify and select projects to pursue. This key individual will also seek additional work from existing clients, compete successfully for larger projects and win more projects with fewer proposals.

ESSENTIAL FUNCTIONS:

- Develop and follow a focused, targeted business development plan with pre-specified goals and measurables.
- Develop relationships with key client representatives to identify new business opportunities and markets.
- Assist clients to define scope; gather all essential information from the client to prepare winning proposals.
- Assist the efforts of Ghafari Account Executives and Project Managers as they seek new work.
- Initiates, facilitates and documents "Go-no-Go" process and other Ghafari in-house processes.
- Assist in the pricing of projects, working with the Project Managers, Group Managers and Executives.
- Draft proposals and work with marketing department to produce final copy.
- Take responsibility for on-time delivery of proposals and client correspondence.
- Plan presentations and establish needed support from the marketing department.
- In cooperation with the Project Managers, schedule and conduct client presentations.
- Facilitate the closing of the sale.
- Uses CRM database to plan, track, report, and schedule sales activities.
- Participate in industry-related associations, functions and conferences to promote company's name recognition and increase market share.
- Perform related duties as assigned.

EMPLOYMENT QUALIFICATIONS:

Education: Bachelor's degree in Engineering, Architecture or equivalent preferred

Experience: 10+ years of sales/business development or project management experience in A/E or construction industry, preferably in the Chicago metropolitan area