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Business Development Manager Job Description

Role Summary

As our Business Development Manager, you'll be responsible for bringing new business opportunities in the door. We're looking for a strong hunter who is highly driven, great at building relationships with decision makers, and thrives in a competitive environment. You would be working in a defined territory with a focused prospect list in the Healthcare, Higher Ed, Financial, and Corporate Workplace markets. You'd be a part of the business development and marketing team, and work with our architectural, engineering, and interior design leaders to develop relationships and close new business.

What does the Business Development Manager do at DC?

- Seek business opportunities through cold calling and networking utilizing the DC sales process
- Spend majority of time outside the firm making face-to-face contacts
- Develop deep and qualified opportunity pipeline, and track via CRM
- Track and organize, electronically, new and existing client information, calls, emails and correspondence, meetings, tasks, campaign records, and group mailing lists
- Research and analyze prospective clients, opportunities, and markets
- Schedule meetings with new/existing clients to discover project opportunity insights
- Develop and maintain strong business network
- Participate in professional and community organizations
- Work with technical staff to develop proposals and scopes of work with estimated fees
- Participate in interviews for competitive opportunities
- Meet with BD Team, Market Leaders, and Relationship Managers weekly to plan and execute BD strategies
- Communicate daily with the Director of Business Development including weekly written reporting
- Be accountable for defined sales metrics on a daily, weekly, monthly, quarterly, and annual basis

What is DC looking for in a Business Development Manager?

- Team player—collaboration is so important we put it in our name. We're looking for someone who thrives in a team environment. You'll work with a diverse group of people here—engineers, architects, interior designers, marketers, administrative professionals—and it's important that we can all work together towards a common vision.
- Ability to handle rejection—business development is a process, and not every opportunity will come your way. We need someone who can handle rejection, leave their ego at home, and keep the passion burning to move on to the next opportunity to improve people's worlds.
- Self-motivated—the Business Development Manager position at DC is a new one, and the sky is the limit. We want someone that can help us grow in this important area over the next few years and push us—and our clients—to dream great dreams.

- Evolving—we need someone that always wants to know more. Whether it's improving our processes, developing as a professional, or keeping up with trends and technology, we need someone who embraces the constant reality of change.
- Creativity—we need someone who can help us think differently. We need someone who can help us create ideas and unique approaches that stand apart from the usual noise. Different is good.
- Confidence—speak up! We need and value your input. We believe we do our best work when we all trust each other enough to be open and challenge ideas.
- Passion—love what you do. People do their best work when it is what they love to do. If you love competition and helping others, this just might be the place for you.

What are the requirements of the position?

- 4-7 years of experience in business development or sales
- Equivalent of a Bachelor's Degree
- Excellent visual, verbal, and written communication and presentation skills
- Ability to multi-task and prioritize work
- Strong organizational skills, work well under pressure, and very attentive to detail

What's Design Collaborative like?

We believe in people-first places. We're an architecture, engineering, and interior design firm located in downtown Fort Wayne, Indiana. We were started in 1992 by two architects and an engineer who wanted to create a company that was more meaningful than a few names on a big sign. They wanted to create a place that valued people—employees, clients, and end-users—in a way that was authentic and memorable. We currently have over 50 team members and focus on Higher Education, Healthcare, and Corporate markets, primarily in the Midwest but also a bit beyond here and there. At DC, we value teamwork, guidance, and originality. We create beautiful spaces every day, but our most important goal is to improve the worlds of the people who use them.

Over the years we've learned that people do their best work when they love what they are doing. We've also learned that an office kegerator is a valuable tool for community, one should wear close-toed shoes when one goes go karting with the office, secret Santa gifts are best when they are embarrassing, Photoshop and company pictures are a dangerously funny combo in the right hands, horizontal and open organization structures work best, human foosball is awesome, and work should be fun.

How do I apply?

Please submit a cover letter and resume to Cathy Waggoner, at cwaggoner@designcollaborative.com