

Tonn and Blank Construction
Job Description
Director of Business Development

Classification: Exempt, Full Time
Supervisor: President/CEO

Overview

The purpose of this standard procedure is to define the job description of the Director of Business Development through the outline of his/her duties, authorities, and responsibilities.

The primary responsibility of the Director of Business Development is to identify new project opportunities and develop new customer relationships. This position requires cold calls, meeting with current and potential customers, and participation at networking events. The BDM works together with the Marketing Manager to develop and execute strategies to increase client base and grow the firm's presence in the market.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment. Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

Experience/Education/Requirements

- Bachelor's degree from accredited institution
- 5+ years of experience preferred
- Successful drug, alcohol, MVR and background checks
- Ability to travel on a frequent basis, as needed
- Willingness to accept responsibility to acquire specialized training

Skills and Personal Attributes:

Skills required:

- Comprehensive understanding of A/E/C industry terminology and delivery methods
- Excellent organizational skills
- Strong territory management and prospecting skills
- Strong communication and networking skills
- Working knowledge of CRM, and other applicable software such as PowerPoint, InDesign, and Excel.
- Knowledge of Microsoft Office applications
- Must be able to communicate and support company policies and initiatives

Job Description Detail

Business Development Responsibilities:

- Seek new business opportunities for the firm.
- Research and gather information on potential clients and projects.
- Schedule meetings with new/existing clients to discover project opportunities.
- Develop and maintain a strong business network.
- Track BD opportunities via CRM
- Work with Marketing Manager, technical staff, and company leadership in development of proposals and presentations.
- Participate in professional, community, and client organizations.
- Develop comprehensive knowledge of the firm's practice, clientele, goals, policies, and procedures.
- Develop relationships with Facility Managers, VP's of Facilities, and other decision makers of construction services.
- Develop relationships with targeted architects and engineers leveraged by our role with the Franciscan Alliance.
- Attend all required company meetings
- Represent the company in a professional manner
- Comply with all company policies and procedures
- Support the company's safety policy
- Maintain confidentiality of company and client information
- Other tasks as assigned

Geographic Responsibilities:

- The Director of Business Development is based in the Central Region office in Indianapolis.
- Primary geographic focus is central Indiana including Indianapolis, Lafayette, Muncie, Richmond, Bloomington, and Terre Haute.

Corporate Development Responsibilities:

- Assist in defining and marketing of the firms Program Management services.
- Assist in the coordination of the firms Community Outreach program.
- Assist in the coordination of the firms Employee Relations program.
- Assist in identifying industry trends as well as new market and/or services opportunities.

Economic Development and Trade Organization Participation:

- Membership in Indiana Construction Roundtable (ICR)
- Membership in Society Marketing Professional Services (SMPS)
- Participation in Indiana Subcontractor Association (ISA) events and annual tradeshow
- Participation in Indiana Society Healthcare Engineers (ISHE) events and annual tradeshow
- Participation in Coalition for Construction Safety (CCS) annual dinner.
- Other(s) TBD