

## BUSINESS DEVELOPMENT/MARKETING LEADER

We are looking for a Business Development/Marketing Leader who understands our innovative approach to design and our team culture. Our firm is a user-centric-design practice, who's primary focus is hyper-collaboration to solve our Client's problems. We are looking for someone who can communicate our thinking and expand our network.

### JOB SUMMARY

The ideal candidate would be a dynamic, high energy Business Development/Marketing Leader who's primary role is to win work by generating leads, qualifying prospects, creating targets, identifying opportunities, presenting proposals, and securing contracts. This role will work closely with the Partners to direct and coordinate the Firm's Business Development/Marketing efforts, cultivate potential business prospects and lead the management of client relationships. The candidate would be able to present our unique philosophy and approach to current and potential new Clients.

### QUALIFICATIONS

- Bachelor's degree in business administration, architecture, marketing or other related field; master's or MBA preferred.
- At least 3-5 years of experience in business development activities related to the Architectural/Engineering/Construction industry in Arizona.
- Proven and demonstrable track record of increased market share, wins, and revenue.
- Basic understanding A/E/C industry terminology and procedures.
- Understanding of marketing principles.
- Has a high level of experience using InDesign for RFQs/SOQs/RFPs.

### OTHER REQUIREMENTS AND RESPONSIBILITIES

#### Business Development

- Maintain and record contact with clients through written communications and personal visits.
- Develop professional relationships with targeted new clients to promote the relevant service offerings.
- Generate leads through meetings, networking, and other events. Qualify Leads in accordance with market standards to develop prospects.
- Get to know qualified prospects and develop a prospect profile for evaluation by the Partners.
- Coordinate and assist management in planning and conducting business development training programs to the professional staff.
- Gather market information and identify new companies/customers and project opportunities that are a fit for the firm.
- Lead finding through research, cold calling, networking, including participating in conferences, associations, organizations and events in architecture and adjacent industries.

- Attend pre-bid meetings for clients or high profiles jobs with appropriate team representatives
- Prepare weekly business development progress tracking reports; report to management as requested.
- Provide insight and creativity to effectively position firm with clients, produce effective proposals, project teams, and presentations in response to SOQs/RFQs/RFPs, and prepares documents from inception to completion.
- Network with contractors, engineering, and specialty consultants to learn of new project opportunities, enhance market knowledge and firm's position in the industry

#### Communication

- Must have excellent verbal and written skills and presentation and professional selling skills. Ability to represent the firm at key events, conferences, and forums.

#### Leadership & Teamwork

- Advise leadership on overall strategy for business development for applicable existing or new markets.
- Demonstrates strong organizational skills.
- Ability to work effectively as part of a team and contribute as a team member.
- Contributes positively to the overall culture and reputation of the firm.

#### Self-Management

- Organizes and maintains a work schedule that supports the goals of the firm, and clearly demonstrates those necessary activities to the partners.
- Requires minimal supervision.
- Prioritizes and plans work activities.
- Demonstrates a high degree of motivation for the work and produces qualitative values.

Job Type: Full-time

**SALARY & BENEFITS:** Salary commensurate with experience and qualifications. Benefits include: paid covered parking, vacation time, sick time, medical, dental and vision insurance.

Please send your resume to: [admin@winslow-partners.com](mailto:admin@winslow-partners.com)