



## **Business Development Manager**

**Summary:** Emerio Design is a full-service civil engineering, land surveying, land use planning, and construction management company, and Oregon's 4<sup>th</sup> largest BIPOC-owned business. We are seeking an experienced Business Development Manager to expand private and public contract opportunities, increase market awareness, and enhance community profile with an eye toward growth. This team member will serve as a key representative of the firm to clients and the community.

### **Duties and Responsibilities include the following:**

#### *Business Development Responsibilities*

- Manage and help to monitor current client base and projects to enhance project communication and processes.
- Develop plans and processes to identify potential new clients, new markets, and new regional growth opportunities.
- Manage responses to potential projects, convening the appropriate internal teams to provide feedback and expertise to aid in securing new opportunities, both public and private.
- Devise strategies to evaluate and react to public and private business development efforts, with a focus on new projects, client growth and market expansion.
- Develop reports/tools to effectively measure new client, new project, and new market success, including communication of impact.
- Develop and manage strategies for identifying new industries and clients (i.e. senior housing, office, entertainment, etc.)
- Ensure current projects are communicated across the company and in the community through social media, signage, and trade organizations.
- Develop and maintain a strong business network to connect with current and prospective clients (i.e coffee, lunches, happy hours, etc.)
- Work collaboratively with internal teams to understand current client engagement, ensure new project details are vetted and maintain ongoing client communication.
- Identify opportunities to build the company's profile in the community with clients, peer organizations and business associates.
- Work with staff and leadership to create a plan for attending key events, including participating in afterhours commitments.
- Work collaboratively with the Director of Marketing and Business Development on business development strategies and processes.
- Collaborate with the Marketing team on company marketing initiatives.

- Be a champion for effective communications within the company; helping to communicate brand standards company wide and driving adoption through staff and peer engagement.
- Other duties as assigned.

**Education/Experience:**

- 8+ years of sales and/or marketing experience, inclusive of:
  - 5+ years of experience in business development and driving new opportunities across multiple markets.
- Preference given to those with previous work in civil and structural engineering, home design, residential development and home building, land surveying, commercial and industrial development, construction management, or land use planning.
- Bachelor's degree in business, marketing, communications, or related field – Considerations will be made for equivalent combination of education and experience.

**We're looking for someone who can:**

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrate strong writing skills, from proposals and reports to business correspondence and marketing communications.
- Build trust and relationships with clients, agencies, and co-workers.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Exhibit excellent problem-solving skills, particularly in scenarios with many variables to consider.
- Demonstrate a "team first" mentality with a willingness to dive in and help with proposals, projects, etc. within the marketing department or company at large.
- Interpret a variety of instructions provided in written, oral, diagram, or schedule form.
- Is proficient in VantagePoint (or comparable CRM), Microsoft Office; network drives, email, internet browsers, and management systems as dictated by project requirements
- Valid Driver's License required.

**About Us:**

At Emerio Design, we're focused on people and communities, and treating one another with integrity and respect. Emerio is a place where excellence is rewarded, leadership is honest and trustworthy, and gratitude is shown often. And we welcome humor and fun along the way! Employees can look forward to benefits including (but not limited to): 100% company paid premiums for health and alternative care, professional growth training and classes, and generous PTO commensurate with industry tenure. View our full list of benefits at [EmerioDesign.com/Careers](http://EmerioDesign.com/Careers)

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.