



Date: July 2023
Job Title: Manager of Business Development
Reports To: CEO
FLSA Status: Exempt

Summary: The business development manager will create and build client relationships while sponsoring interaction to obtain projects. This role assists in developing and facilitating the proposal process for specific clients/sponsors including budget and pricing development, proposal writing, contract negotiations and client presentations.

Essential Functions:

- Lead the company marketing and business development process in accordance with the corporate strategic plan.
- Prioritize business development activities to accommodate current business and market conditions.
- Identify industrial and commercial markets and opportunities. Work with senior staff to prioritize markets and relationships.
- Develop client connections with new and existing industrial clients including but not limited to: steel and other metals, oil and gas, chemical, petrochemical, energy, manufacturing, renewables, utilities, glass, municipal authorities, airports, etc.
- Perform regional market research to identify growth industries and clients.
- Develop and maintain marketing tools to remain current.
- Work with company subject matter experts to target clients and industries.
- Identify technical opportunities to sell CSD services at conferences and seminars.
- Assist with corporate marketing plan development and maintenance.
- Assist in formulating standard/routine proposals in conjunction with team members and various functional groups.
- Assist in developing a budget and price estimate using standard models.
- Draft the narrative that ties the project components together and package and assist in presenting the proposal to the sponsoring agency.
- Communicate back to internal groups the outcome of the negotiations/proposals focusing on conveying the expectations set forth for each group, i.e. clear details, critical timeframes and expectations.
- Collaborate with the operations finance group to evaluate project performance and to recommend refinements and improvements of all components of proposals.
- Establish and maintain on-going client relationships with the various parties to anticipate and resolve potential problems. Participate in site visits.
- Participate in activities needed to support the management functions of the team.

Competencies:

- Collaboration Skills
- Organizational Skills
- Communication Proficiency
- Technical Capacity
- Initiative
- Proficient in using the Internet to research information, as well as Microsoft Office software

**Education and Experience Requirements:**

- Bachelor's degree from a four-year college or university; or three to five years of related experience and/or training; or equivalent combination of education and experience.
- Ten years of industrial experience.

Supervisory Responsibility:

This position has no supervisory responsibilities, but this position will work directly with many people in the engineering group and management.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Travel:

Travel is regional, the majority of our clients are within 200 miles of Pittsburgh, but we will support long term client with offices in other remote locations. Some out-of-the-area and overnight travel may be expected. Must have a valid driver's license and appropriate insurance.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.