



## **Business Development Manager**

Jeffrey Brown Contracting, a construction management and general contracting firm in Towson, Maryland is seeking a full-time, highly motivated, and experienced Business Development Manager to focus on expansion efforts in Washington D.C. and surrounding counties. This person will report to the company's Senior Vice President, working closely with the management team to develop and execute a business development plan focused on the Washington D.C. region.

The qualified applicant will be a self-starter with a history of going above and beyond, taking initiative, and working independently. The individual must be able to prioritize and manage multiple tasks. Strong interpersonal skills are imperative. Must have remarkable organizational skills and be detail oriented.

### **Objectives of this Role**

- Identify potential clients in the target market (Washington D.C. and the surrounding counties) and complete appropriate research on the prospective client's needs
- Develop relationships with prospective clients, while maintaining existing client relationships
- Generate new leads, identify and contact decision-makers, and manage business opportunities
- Become a subject matter expert on our business, processes, operations, and remain up to date on industry news
- Partner with marketing to create contract-winning proposals for current and prospective clients
- Identify trends and customer needs, building a short/medium/long-term sales pipeline in accordance with targets
- Assist in the coordination and implementation of marketing strategies, and delegate tasks that achieve strategic goals
- Track performance and report metrics
- Monitor and evaluate industry trends and customer drivers and meet regularly with management and stakeholders to discuss strategy
- Maintain and share professional knowledge through education, networking, events, and presentations
- Join and engage in industry organizations with networking and committee/leadership opportunities.
- Work in close coordination with company Senior VP who currently manages client engagement and retention efforts

### **Skills and Qualifications**

- Bachelor's degree or equivalent work experience in related field
- Demonstrated achievement in B2B sales
- Excellent verbal and written communication skills
- Proven ability to plan and manage resources
- Proficiency in Microsoft Office applications
- Basic understanding of the industry, with the ability to become a subject matter expert
- Innovation and problem-solving skills that include the ability to develop and propose solutions for clients

### **Benefits:**

- Paid vacation and Personal Leave, Paid Holidays, Health/Dental Insurance, 401K with company match
- Salary commensurate with experience

Jeffrey Brown Contracting, LLC provides equal employment opportunities to all employees and applicants for employment with regard to race, color, religion, gender, sexual orientation, national origin, age disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

Please email all resumes and samples of your work (if available) to: [hrustici@jbc.bz](mailto:hrustici@jbc.bz) with the subject line: BUSINESS DEVELOPMENT MANAGER POSITION