



BUSINESS DEVELOPER

Job Purpose

DAVENPORT, a regional civil engineering firm, is currently seeking a Business Developer to assist DAVENPORT in leveraging our recognized expertise in the public & private sectors. This position will report to the Director of Business Development & Marketing and will be an integral part of the marketing and business development team. The ideal candidate will have 3+ years' experience in marketing and/or business development for an A/E/C firm. Experience with business development for professional services firms outside of the A/E/C industry will be considered. This position will be ideal for a candidate with a desire to learn and grow in business development.

The Business Developer is accountable for tracking all phases of the sales cycle for private and public sector projects. This includes researching monies allocated from legislative bills, developing relationships with local government and partners, project tracking & positioning, RFP schedule, proposal support and contract follow-up. This role will call and meet with potential new clients as well as attend conferences and events.

Duties and Responsibilities

- Work collaboratively with the technical staff and marketing teams in developing market strategy
- Pursue potential projects during all phases of the sales cycle in accordance with the strategic plan in order to achieve sales goals in the public and private sector
- Leverage the firm's recognized expertise in select markets to create new opportunities for the firm
- Research, gather, organize and prioritize information on potential clients and projects
- Introduce the professional staff to decision-makers/stakeholders in order to win new projects and attend client meetings when appropriate
- Lead the client maintenance initiative for public and private sector projects. Maintain the debrief/post-mortem program at DAVENPORT after project completion
- Identify appropriate conferences, register, organize, prepare materials, secure attendance by appropriate DAVENPORT staff

Qualifications

- Bachelor's degree in Business, Marketing, Engineering or a related field
- Knowledge of transportation engineering and/or environmental consulting services is a plus.
- 1-3 years' experience in marketing or business development of A/E/C firms (preferred) or other professional services firm
- Knowledge of Cosential/Unanet or other CRM
- Willingness to submit to a background check including MVR (motor vehicle report) and drug screen

Demonstrated Abilities

- Persistent
- Strong research and organizational skills
- Attention to detail
- Proven ability to follow through in a consistent manner



- Excellent oral and written communication skills
- Organized, highly motivated, able to work independently and as a member of the team
- Professional verbal and written communication skills.
- Highly proactive and creative

Reports To

- Deputy Director, BD & Marketing