



## **Business Development Leader Los Angeles**

SmithGroupJJR is an international idea-oriented design firm that is committed to creating inspiring places that enrich the human spirit. We believe extraordinary environments are created when the design process is based on the principles of exploration, experimentation, innovation, sustainability, research, and collaboration. Our expertise in providing thoughtful and innovative solutions keeps SmithGroupJJR at the forefront of architectural, engineering and planning firms around the world. According to the 2016 *Building Design + Construction* magazine "Giants" ranking, SmithGroupJJR is the 6th largest architecture/engineering firm in the U.S.

We have an opportunity for a Business Development Leader to support our Los Angeles office. We are seeking a proven producer in the A/E/C industry with experience in developing and maintaining client relationships. This positive, energetic individual will represent SmithGroupJJR in the community, build and maintain relationships and develop business opportunities. This enthusiastic self-starter will report directly to the Office Director, and work closely with Studio Leaders, the Los Angeles Marketing Manager and the Practice Leaders to organize, plan, schedule and manage the business development efforts.

### **Key Responsibilities**

#### Business Development:

- Identifies future project opportunities for the SmithGroupJJR Los Angeles office.
- Work closely with office management, Studio Leaders and Practice Groups to coordinate efforts.
- Responsible for identifying, developing, and/or maintaining client contacts with key prospects and within key areas of specialty. Seeks opportunities to strengthen client relationships and develops applicable sales strategy.
- Attends professional meetings and industry organizations to network, expand relationships, and identify opportunities.
- Conducts market research and gathers information on potential clients and projects.
- Assists Studio Leaders with creating strategic alliances (professional design firms, contractors, developers, etc.) to better position the firm for success in achieving targets.
- Sets up and attends meetings, and/or makes introductions for appropriate firm leaders to meet with key clients and decision makers in advance of an RFP/RFQ. Organize meetings with appropriate frequency in order to nurture those relationships so as to put firm in the most advantageous position prior to the RFP/RFQ process.
- Participates in Go-NoGo project specific strategy meetings.
- Attends pre-proposal conferences and participates in the development of proposal strategy. In collaboration with Studio Leaders, identifies prospective client's goals and preferences for the selection of internal team members and consultants in order to devise the best approach for the pursuit.
- Assists with insight and creativity to organize interview preparation sessions and critiques practice interviews to maximize potential for success.



#### Public/Client Relations:

- Become facile in recounting the *Firm Story* – both local and firm wide, particularly as it relates to selected markets. Know firm’s key projects to be able to speak knowledgeably of the firm’s capabilities and advantages.
- Be actively involved in several professional and civic organizations and other industry associations to promote SmithGroupJJR recognition.
- Attend conferences and exhibitions to promote SmithGroupJJR recognition.

#### Internal Activity:

- Assists in the development and implementation of business development plans for the Los Angeles office. Modifies plans based upon current business climate within the practice group.
- Gathers intelligence on competitors to improve our competitive edge.
- Updates and maintains lead tracking database with relevant information on targeted clients, contacts and opportunities and reviews it weekly with studio leaders.
- Participates in bi-weekly National Practice Group teleconference meetings and bi-weekly California Marketing “MSL” meetings.
- Coordinates BD initiatives with Marketing Manager to provide input into anticipated staffing requirements.
- Coordinates business development efforts between multiple offices on national initiatives.
- Facilitates relationship-building activities and assists with the development of SmithGroupJJR staff to improve client relationship management skill sets.

#### **Required Qualifications**

- The ideal candidate will be a gregarious, strategic, high energy, and motivated team player with the ability to think intuitively.
- Minimum 10 years of experience in the A/E/C industry, with at least 5 years of experience in a professional services marketing and/or business development role.
- Bachelor’s degree in Business, Marketing, Communications, Architecture or Engineering.
- Proficiency in commonly used business applications and relational databases (Deltek/GenTrak, Access)
- Proven experience in actively approaching different organizations to build rapport and enhance network of business relationships. Experience in making cold calls for business development purposes.
- Proven ability to establish credibility and builds relationships with key members of other organizations. Effectively interacts at senior management level of prospect clients.
- Excellent management, organizational and interpersonal skills.
- Ability to present complex issues/data with high level of clarity and impact.
- Highly organized, resourceful and persistent.
- Resourceful and creative in challenging situations. Ability to solve problems and work independently.

SmithGroupJJR offers competitive compensation and an excellent benefit package, including 401(k) and continuing educational reimbursement. We offer 3 weeks of paid time off within the first year of employment, with the option of purchasing additional time off, and pay for 8 federal holidays. We also offer an alternative work schedule that provides employees with an additional 15 days off per year (usually Fridays) to help with work/life balance.



EEO Employer/Vet/Disabled

**Instructions for applying – please read carefully.**

- Go to [www.smithgroupjjr.com](http://www.smithgroupjjr.com) and go to the Careers page/ Los Angeles.
- On the **Business Development Leader** posting, please click the Apply here link. Fill in the required information, submit a letter of interest, current resume with salary requirements, and examples of recent work. For the work/writing samples, we are looking for examples demonstrating writing ability related to the requirements above. **Applications without a work/writing sample will not be considered.** No phone calls please.