



**Position:** Business Development Director

**Reports to:** RBB Partners

### **Overall**

**Responsibilities:** Guide and direct the overall business acquisition strategy for healthcare and higher education clients for RBB Architects Inc. Strengthen client relationships and create opportunities to help RBB secure new work of strategic importance for the financial sustainability of the firm.

The Director of Business Development will work closely with firm leadership; stay current on trends that affect the healthcare and higher education sectors; identify prospects from client identification to award of project; and initiate contact with potential clients and other influencers independently, engaging firm leadership and technical professionals at appropriate points in the process.

### **Business Development**

- Develop and implement business development strategy for the healthcare and higher education markets, in keeping with the firm's goals and strategic vision.
- Identify and cultivate strategic relationships
- Expand and deepen the diversity of projects for the healthcare and higher education sectors.
- Continue to build the quality of design opportunities for RBB.
- Work with the marketing and communications team to develop client-tailored proposals and marketing materials.
- Participate in marketing, branding, and PR initiatives to elevate the visibility of the firm; sustain RBB reputation as a firm of excellence and leadership.

### **External Responsibilities**

- Identify and initiate contact with prospective clients and key influencers—with strategic involvement of firm leadership and technical professionals when appropriate.
- Maintain contact with prospective clients and influencers with goal of creating relationships that are more than projects.
- Introduce technical experts and leaders to prospective clients at the appropriate point in the process.
- Participate in substantive ways in organizations, both general and specifically appropriate to the healthcare and higher education sectors; identify others at RBB to participate in events and networking opportunities.

### **Internal Responsibilities**

- Contribute to maintenance of the firm's Customer Relations Management (CRM) database; improve lead-tracking processes/effectiveness.
- Contribute to development of pursuit strategy for targeted clients and projects.
- Act as a mentor to employees seeking BD advice; stimulate RBB staff to become sensitive to opportunities for relationships and projects
- Maintain understanding of current trends, influences, and pressures in the healthcare and higher education markets; understand the intricacies of healthcare projects in California; keep up-to-date on opportunities, constraints, and key players

### **Required Qualifications**

- Knowledge of the A/E profession and industry
- A strong list of built environment contacts and current contacts in the region
- Ability to think strategically, with an understanding of RBB's vision and culture
- Ability to speak convincingly and compellingly about the work of the firm
- Knowledge of alternative delivery methods and partnering strategies for pursuits
- Evidence of success in external networking, prospect generation, and project wins; proven experience building rapport to enhance client relationships
- Understanding of the role and importance of social media
- Ability to motivate colleagues

### **Desired Skills**

- Ability to inspire and motivate colleagues
- Resiliency
- Energetic, gregarious, strategic dot-connector
- Critical thinker
- Ability to combine tangible skills (digesting RFP's) and intangible skills ("people skills")

### **RBB Profile**

Established in 1952, RBB ARCHITECTS INC has been a leader in the programming, planning and design of institutional facilities for over 64 years. RBB designs an average of over \$200 million in construction annually. The firm has successfully completed over 5,000 projects in healthcare, education, research, and various public facilities.

### **Office location:**

Los Angeles, CA

### **Contact:**

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