

Job Title: Business Development Manager

Status: Exempt

Reports To: VP of Sales & Marketing

Date: 2018



Design
Construct
Furnish

The Samuels Group, Inc., recognizes that our employees are our most valuable resource. We facilitate creativity, not provide a commodity. By collaborating with clients, we identify and create their ideal workplace environment. Our accomplishments must always be measured by a strong team of employees, their safety, and an unrivaled level of client satisfaction. We encourage and foster a work environment that embraces communication, respect, and recognition. Within this environment, The Samuels Group Inc. employees flourish, taking projects to the next level. In addition to offering a history of quality, The Samuels Group Inc. provides a passionate, energetic, and dynamic supportive culture where employees can continue to grow.

Position Summary:

Builds market position by locating, developing and defining business relationships and creating opportunities for new business as a result converting a percentage of those opportunities into sales. Carry out policies, plans, and strategies on matters of importance as they relate to the regional marketing and business development activities. Is responsible to develop and maintain trust and communicative relationships with clients and customers.

Principal Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Business Development

- Achievement of business development objectives by obtaining sufficient flow of new business.
- Supports policies and procedures for marketing and business development.
- Acts as an active ambassador both inside and outside the company.
- Prospects, contacts, and meets potential clients—build positive relationships.
- Develops network for active and quality lead gathering.
- Initiates sales/business development strategy to create and convert opportunities into new business.
- Leads research and provides key information for RFPs and presentations, provides comprehensive understanding of customer needs to project sales team.
- Ability to quote smaller projects.
- Develop extensive product knowledge.
- Aide in maintenance of CRM weekly.
- Understand State contracts as it relates to pricing.
- Capable of measuring and gathering necessary data for projects.

Client Loyalty

- Manages and maintains contact with past, present and future clients.
- Communicates internally with top-level executives, managers, marketing staff, and others, externally with clients, general businesses, community, and other groups.

Safety

- Communicates The Samuels Group's safety commitment to potential and current clients.

Planning

- Provides valuable research information for strategic and market planning.
- Updates local marketing and business development plans and monitors local market and economic conditions.
- Identifies targets and extensively researches market segments within region.
- Assists in development of strategy for new work and retention of existing client base, fostering growth in customer loyalty.
- Collaborates with commercial furniture design team to create optimal furniture layouts that align with client needs and budget.

Results

- Overall success of regional business development objectives.
- Carries out marketing and business development plans for respective region.
- Manages projects through completion to ensure profit goals are attained.

Additional Duties and Responsibilities

- Conducts presentations to Owners, Architects, and large groups.
- Other duties as may be necessary to fulfill the responsibilities of this position.

Work Relationships and Scope:

Reports directly to the VP of Sales & Marketing. The Business Development Manager has a close working relationship with commercial furniture interior designers, project managers, superintendents, and clients. This position does not have supervisory functions but requires the ability to work and coordinate with others.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The attributes listed below are representative of the knowledge, skill, and/or ability appropriate for the level of work performed.

- Undergraduate degree in Business or Marketing or related field with at least 5 years sales experience, preferably in commercial furniture industry or equivalent education/experience.
- Interior Design background beneficial.
- Must be a results-driven problem solver.
- Ability to work in an unstructured environment, developing and managing own schedule.
- Must possess a comprehensive sales and marketing background.
- Understand strategic account management.
- Must have the ability to sell.
- Must have ability to learn the language of commercial furniture, design and construction industries.

- Possess high level of skill with speaking and dealing positively with executive level prospects.
- Presentation skills required.
- Must demonstrate attention to detail.
- Capability to communicate in a professional, courteous, diplomatic manner with all levels of management, external clients and potential clients is critical.
- Must be able to ask questions, listen to, receive and give verbal and written instructions and directions in a professional manner.
- Results-driven achiever with ability to attain goals and complete tasks.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
- Innovative problem-solver who can generate workable solutions.
- Results oriented and proactive team player who excels at building trusting relationships with customers and colleagues.
- Basic understanding of industry practices, processes, and standards is helpful.
- Exhibit exceptional verbal and written communication skills.
- Proficiency in Microsoft Office a must. Demonstrated experience with CRM (Deltek Vision) and Z-Axis, a plus.

Working Conditions:

In a typical 8-hour workday, employee will usually; sit at least six hours, stand at least one hour and walk at least one hour. Employee's job requires occasionally to; bend/stoop, squat/crawl, climb 30-60 ft., reach above shoulder, crouch/kneel, balance, push/pull, lift/carry up to fifty (50) pounds, exposure to marked changes in temperature and humidity, exposure to dust, fumes, gases and noise sometimes over 85 DBA and Working on open high locations. Employee's job frequently requires using hands for repetitive action such as simple grasping and manipulating and being around moving machinery. Work hours are generally during normal business hours. However, unscheduled evening and weekend work may be necessary to meet the needs of the organization. Out-of-town and overnight business travel is frequently required.

Acknowledgement:

This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of The Samuels Group, Inc. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.