



POSITION DESCRIPTION

Director of Business Development

- LOCATION:** Main Office
- LEVEL:** Reports to the President/CEO of KCS West.
- PURPOSE:** To serve as the executive in charge of all business development efforts. The Director of Business Development shall have responsibility to formulate and implement, in collaboration with the President/CEO, business development plans and strategies consistent with the mission and vision of the Company.

PRIMARY GENERAL DUTIES AND RESPONSIBILITIES:

1. Secure new profitable work, consistent with company risk management standards, to ensure the company's sustainability and growth.
2. Develop, in collaboration with the President/CEO, short-term and long-term business plans of the company consistent with the overall company growth and earnings objectives.
3. Develop, in collaboration with the President/CEO, COO and VP Operations Manager, KCS West's differentiators and brand identity. Develop strategies to reinforce and publicize the KCSW brand and differentiators.
4. Identify, in collaboration with the President/CEO, the target markets in which new work will be developed.
5. Develop individual strategies for each pursuit and lead the pursuit effort coordinating the activities of KCSW staff involved. Seek to understand, through questioning and research, each prospective client's objectives, and concerns regarding each pursuit.
6. Engage the participation of operations staff and other coworkers (in coordination with the COO/VP Operations Manager) as appropriate in new business pursuits.
7. Prepare presentations and assist the presentation team with rehearsals.
8. Direct the efforts of the marketing staff in preparing all marketing materials, brochures, qualifications & proposals, media updates and presentations.
9. Draft or review & comment on proposed contracts – both for preconstruction and construction.
10. At the direction of the President/CEO, report to the Board of Directors at regular board meetings on the status of all business development efforts.
11. Initiate and maintain liaison with prime client and A/E contacts to achieve positive business relationships and communication.
12. Collaborate with the Preconstruction Manager to ensure each project's pursuit strategy is executed successfully.
13. Coordinate with Marketing to manage Annual Christmas gifts for all Clients.

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14. Work with Business Development Specialist to manage Event log and determine attendants.
15. Update Sales Spreadsheet, sales scorecards to achieve minimum Annual sales goal in sales volumes, work in place, and net profit.

QUALIFICATIONS:

1. A four-year degree, preferably in construction management, engineering, or architecture. An advanced degree – MBA – is desirable.
2. Experience in and knowledge of construction techniques, contract forms and risks, and development process and challenges.
3. Experience in marketing, sales, estimating, employee relations and general business management.
4. Demonstrated organizational, leadership, interpersonal and communications skills.
5. Must be proficient in use of MS Word, PowerPoint, Word, and Excel. Proficiency with MS Project and business development/CMS software is beneficial.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools, or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 35 pounds.

Work schedule for this position must respond to client and market needs, and will require frequent evening meetings, early breakfast meetings, and client entertainment events.

APPLY:

Send resume and cover letter to HR@kcswest.com.