



Title:	<i>Director of Business Development</i>	Date:	<i>October 2023</i>
Reports to:	<i>Executive SVP, Business Development</i>	FLSA Classification:	Exempt
Department:	<i>Executive Administration</i>	Pay Range:	

Job Summary:

As the Director of Business Development at JBD JGA, you will play a pivotal role in driving the growth and market presence of our firm. This position combines strategic business development initiatives, marketing efforts, and communications management. You will work closely with the Sr VP as well as with cross-functional teams to learn and advance while identifying opportunities, creating impactful marketing strategies, and cultivating relationships with potential clients, partners, and stakeholders.

Supervisory Responsibilities:

- Participates in Recruitment interviews, hires, and training of supporting staff.
- Provides constructive and timely performance evaluations.
- Oversees the daily workflow of the department.
- Handles discipline and termination of direct report employees in accordance with company policy.

Duties/Responsibilities:

Business Development

- Direct business development efforts, develop and implement sales and other programs, cultivate potential business prospects.
- Direct and coordinate the firm's business development effort.
- Develop, implement, and maintain effective sales and other programs that provide maximum exposure to new business prospects within the firm's established goals and objectives.
- Develop and implement promotional programs and plans; cultivate and develop potential business prospects; prepare proposals, presentations, and qualification packages.
- Identify and pursue new business opportunities through targeted outreach and relationship-building.
- Lead the proposal process, including RFP/RFQ responses and presentations, to secure new projects.
- Cultivate and maintain relationships with prospective and existing clients as well as industry partners.
- Represent the company at industry events, conferences, and meetings.



- Consult on strategic partnerships and contracts.
- Performs other duties as required.

Marketing Strategy

- Develop and/or execute comprehensive marketing strategies aligned with the firm's goals and values.
- Collaborate with the design team to create compelling marketing collateral, including brochures, presentations, and digital content.
- Performs other duties as required.

Master Planning

- Organize and conduct information gathering focus group sessions on master planning projects including issuing a written report.
- Direct communications with committees and boards of directors throughout the master planning process.
- Organize and conduct focus group work sessions.
- Coordinate the development of master plan brochures at the completion of the master planning design phase.
- Organize materials and schedules for membership presentations.
- Communications Management
- Contribute to and coordinate the firm's communications, including press releases, social media, and website content.
- Manage public relations efforts to enhance the firm's visibility and reputation in the industry.
- Develop and maintain a content calendar for consistent messaging across all platforms.
- Collaborative Teamwork
- Work closely with architects, designers, and project managers to integrate marketing efforts with project-specific needs.
- Fosters a culture of collaboration and knowledge-sharing within the firm.
- Performs other duties as required.

Required Skills/Abilities:

- Thorough understanding of the company's policies, procedures, systems, and objectives.
- Thorough knowledge of compliance requirements and governmental regulations.
- Ability to produce sales and implement marketing strategies.
- Ability to develop divisional policies and procedures that are effective and clear.



- Excellent verbal and written communication skills with the ability to develop and present comprehensive reports.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills with a proven ability to exercise initiative, judgment, and discretion.
- Strong leadership skills.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in marketing, Business, Architecture, or related field (master's preferred).
- Six years of experience in management, marketing, business development, or communications within the private club, architecture or design industry.
- Proven track record of successful project acquisition and client relationship management.
- Familiarity with marketing software and platforms (e.g., Adobe Creative Suite, CRM systems, social media management tools).
- Exceptional written and verbal communication skills.
- Ability to work independently and as part of a collaborative team.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate all areas of the facility.
- Must be willing to travel regularly and occasionally for extended periods.

Signatures - This job description has been approved by:

Employee: _____ Date: _____

Hiring Manager: _____ Date: _____

HR Manager: _____ Date: _____

An Equal Opportunity Employer

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. We intend that all qualified applicants are given equal opportunity, and selection decisions are based on job-related factors.