

**JOB TITLE:** VP Business Development  
**REPORTS TO:** President  
**EXEMPTION STATUS:** Exempt  
**GRADE/SALARY:** N/A  
**DEPARTMENT:**  
**LAST UPDATED:** November 15, 2010

### **PURPOSE**

The purpose of this Job Description is to establish and define the authority, accountability, reporting relationships, responsibilities, duties, and measures of performance of the VP of Business Development of \_\_\_\_\_.

### **BASIC FUNCTION**

The VP of Business Development will be responsible for the overall management of the \_\_\_\_\_'s business development organization.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

- Serve as a key member of the executive team that sets the company's strategic direction.
- Spearhead business development initiatives that are consistent with the company's overall strategy.
- Develops and makes sales presentations to potential and existing clients.
- Develop and qualify leads, phone prospecting, setting up appointments, preparing and presenting sales proposals, closing deals.
- Direct and oversee the company marketing function to identify and develop new customers for products and services.
- Research and develop strategies and plans which identify marketing opportunities, direct marketing, and new project development.
- Directly manage major and critical developing client accounts, and coordinate the management of all other accounts.
- Represent the company at various community and/or business meetings to promote the company.
- Promote positive relations with clients, subcontractors, and partners.
- Protect company proprietary and confidential information in accordance with \_\_\_\_\_'s policies.
- Other duties as assigned.

## **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. The requirements listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **EDUCATION**

- Required: Bachelors Degree in Marketing, Sales, Business, Finance, Economics or related field; or eight to ten (8-10) years of directly related experiences.
- Preferred: MBA

### **LICENSING/REGISTRATION/CERTIFICATION**

- Required: Valid Driver's License

### **EXPERIENCE**

- Required: 8-10 years relevant

### **SKILLS, KNOWLEDGE, AND ABILITIES**

- Knowledge of the general construction industry and the sub trades.
- Sufficient industry and technical knowledge to communicate effectively with a variety of industry groups.
- Self-starter/self-motivated; driven to exceed established goals.
- Excellent negotiation skill to secure and close deals.
- Exceptional presentation skills.
- Ability to perform tasks and follow directions assigned by the President accurately and within the specified timeframe.
- Ability to identify and troubleshoot problems before they become major issues.
- Ability to handle multiple tasks at the same time while maintaining attention to detail.
- Ability to meet deadlines.
- Ability to work in stressful situations.
- Knowledge of Microsoft Office Applications.
- Excellent written and verbal communication skills.
- Ability to interact with management.

### **PHYSICAL DEMANDS**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the VP of Business Development's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the job.

While performing the responsibilities of the VP of Business Development's job, the employee is required to talk, hear, and see. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, fax machines, copy machines, and telephones.

**WORK ENVIRONMENT**

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the VP of Business Development will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.

**CONCLUSION**

This job description is intended to convey information essential to understanding the scope of the VP of Business Development's position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

SAMPLE