

Position Description

Business Development Manager

Dallas/Fort Worth Area

July 2025



Architecture
Interiors
Master Planning

Summary

The Business Development Manager is responsible for driving new business opportunities and deepening existing client relationships. This role involves identifying target prospects, managing strategic relationships, supporting marketing and branding efforts, and coordinating internal and external initiatives that position the firm for growth. The ideal candidate is a self-motivated, community-engaged leader who thrives on collaboration, contributes to firm-wide strategy, and champions practices that enhance efficiency, quality, and profitability.

Qualifications

1. Minimum of 7 years' professional experience in the Architecture, Eng, or Construction industry.
2. At least 5 years in a business development or marketing-focused role.
3. Strong professional judgment, integrity, and a decisive, assertive approach.
4. Strategic thinker with proven analytical, organizational, and problem-solving skills.
5. Ability to manage multiple priorities in a fast-paced environment.
6. Skilled at building and maintaining client relationships.
7. Comfortable working across all levels of the organization and taking direction when needed.
8. Exceptional written and verbal communication abilities.
9. Demonstrated commitment to professional development and leadership.
10. Active participation in community or industry organizations.
11. Proficiency in relevant business development and CRM software.

Responsibilities – Business Development

1. Reports to the Director of Business Development.
2. Opportunity Development – Identifies and pursues business opportunities with both existing and new clients aligned with the firm's target markets. Leads RFQ/RFP and proposal efforts, ensuring accuracy, responsiveness, and strategic alignment.
3. Client Engagement – Builds and maintains relationships through regular communication, both internally and externally. Leads business development meetings focused on lead generation, client strategy, and project acquisition.
4. CRM and Documentation – Manages and maintains the Client Relationship Management (CRM) database. Ensures proper documentation of all business development activities.
5. Marketing Collaboration – Collaborates with Marketing to support initiatives, events, and promotional materials. Provides input as needed to align branding with market engagement.

6. Networking – Coordinates both in-house and external networking events and client-facing engagements.
7. Standards and Strategy – Assists in the development of business development standards and best practices that improve efficiency, quality, and profitability.
8. Quality Assurance – Monitors the consistency and quality of client-facing materials and interactions. Participates in firm-provided training to uphold high standards and reduce liability risk.

Responsibilities - Firm

1. Reports to the Principal of Business Development and Marketing.
2. Supports the Principals in firm marketing efforts and the development of strategic goals and business objectives.
3. Contributes to the firm's growth strategy by promoting operational efficiency, quality improvement, and scalability.
4. Serves as a visible, positive representative of the firm and the profession within the community.
5. Builds strong relationships with clients, colleagues, consultants, contractors, and external partners.
6. Mentors and develops team members to support professional growth and leadership readiness.
7. Adheres to all firm policies and procedures.
8. Demonstrates leadership through collaboration, accountability, and team advancement.
9. Fosters cross-functional collaboration and promotes a culture of shared success.