

**Reports To:** Regional Principal  
**Location:** Minnetonka  
**Department:** Business Development/Marketing

### SUMMARY

The Business Development Coordinator will assist the Business Developers with developing new business opportunities. This position is administrative based and requires someone who can thrive in an environment that tasks and responsibilities vary from day to day, who knows how to prioritize, coordinate, track and execute multiple projects.

### ESSENTIAL FUNCTIONS

- Supports the business development efforts in the specific region, and stay apprised of business development efforts throughout the firm.
- Attend weekly Business Development meetings; maintains minutes and tracks action items
- Responsible for coordinating and supporting BD related events (conferences, trade shows, seminars, special events etc.) including set up and tear down
- Maintains Business Development calendar of events
- Directly supports the needs of the Business Developers meeting periodically, creating activity lists, setting appointments, and arranging client meetings
- Coordinate with the Marketing team on developing and maintaining TSP collateral/print materials.
- Assist Marketing team with coordinating and capturing proposal content.
- Monitors targeted Client Websites for facilities related discussion and activities (Meeting Minutes, Vendor Notices)
- Maintains information in Client Relationship Management database, profiles etc.
- Supports the Business Developers to develop strategies and track activities on prospect leads through successful conversion to a project
- Conducts market research when appropriate
- Other duties as assigned
- Champion TSP

### KNOWLEDGE, SKILLS AND ABILITIES

To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:

- Experience in creating and initiating Business Development plans
- Proven ability to prioritize and balance competing demands, meet deadlines, and manage the expectations of various team members
- Strong creative, strategic, analytical, organizational skills
- Ability to take the initiative and work independently, as well as the ability to work effectively in a professional, team-oriented environment
- Customer-service oriented, have a positive attitude, be flexible and thrive in a fast-paced environment
- Exceptional written, verbal communication skills
- Knowledge with proposal organization | layout

### QUALIFICATIONS

- Bachelor's degree in business or related field
- 2-3 years of experience working in marketing, advertising, public relations or business development
- Architecture, Engineering, Planning Industry Experience preferred but not required

### WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

This position operates in an office environment, regularly working in indoor conditions and on a computer. The noise level is usually moderate. While performing the duties of this job, the employee is regularly required to sit, interact collaboratively with the team and stakeholders and communicate via phone. The employee is occasionally required to stand and walk must occasionally lift and/or move up to 20 pounds. Travel occasionally.

