

MacKenzie Contracting Company, LLC | Business Development Manager

MacKenzie Contracting Company, LLC a 32-year old general contracting/construction management firm based in Lutherville, MD is seeking a qualified business development manager to extend our reach through the architectural, interior design, and engineering communities to seek out new business opportunities and grow existing business relationships. This position will report directly to the President/COO of the company.

The ideal candidate should possess the following qualities:

- Vibrant, positive, and outgoing disposition
- Extremely self-motivated
- Confident
- Goal focused
- Excellent time-management, problem-solving, and organizational skills
- Strong written and oral communication skills

POSITION OBJECTIVES

- Manage existing pipeline and develop new business opportunities that lead directly to new sales/revenue
- Take the lead on the development of Requests for Proposals (RFPs), proposals, and presentations for new business
- Track performance outcomes and report metrics

DAILY/MONTHLY RESPONSIBILITIES

- Meet with the President/COO on a regular basis to coordinate business development efforts
- Monitor industry and municipality bid sites; conduct market research to secure new opportunities
- Attend industry functions to encourage and develop new business opportunities
- Manage RFP/proposal responses including content creation
- Develop and implement outbound sales/business development strategies
- Meet with project managers on a monthly basis to coordinate existing and new business development efforts

SKILLS AND QUALIFICATIONS

- Bachelor's degree (or comparable experience)
- Sales experience a plus
- Advanced skills in Microsoft Office Suite
- Modeling skills using Microsoft Excel a plus
- Proficient with CRM software

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A Mackenzie Company