



Position: Business Development Manager

FLSA: Exempt

Reports to: President

Location: Pittsburgh, PA

Date Posted: November 4, 2011

JOB SUMMARY:

Sci-Tek Consultants, Inc., a growing Pittsburgh and Philadelphia based engineering firm, requires a Business Development Manager to lead the development and growth of profitable new business and develop and maintain effective client relationships. This position will be responsible for all aspects of developing, managing, and motivating the business development team. The successful candidate will oversee the marketing and sales effort, conduct competitor and market analysis, and implement efficient and effective marketing, advertising, and promotional planning. Approximately 30% travel is anticipated.

RESPONSIBILITIES:

- Lead the development and growth of profitable new business, and develop and maintain effective client relationships.
- Organize, and coordinate development of business solutions in response to client request for proposals (RFPs) and request for qualifications (RFQs), and provide QA/QC.
- Manage and motivate the business development team and associated activities.
- Conduct competitor and market analysis, and implement efficient and effective marketing, advertising, and promotional planning.
- Plan and coordinate trade shows and industry conferences.
- Maintain marketing information systems, including client opportunity tracking systems, project descriptions, and resumes.

MINIMUM QUALIFICATIONS:

- BS in Engineering, Marketing, Business or related field.
- At least eight years experience of proposal writing and business development in the engineering, consulting, or architecture industry.
- Solid understanding of the proposal production process.
- Strong proficiency using Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Knowledge of Adobe Creative Suite (Acrobat, Illustrator, InDesign and Photoshop).
- Exceptional written and verbal communication skills.
- Superior leadership and teambuilding skills.
- Excellent time management skills to multi-task and meet deadlines while paying close attention to detail.