



Business Development Director Consultant

Bullock Development, Inc. is a leading professional management consulting firm specializing in real estate development, program management, project management and construction management. Bullock acts as owner's representative in managing and supervising clients' projects from idea to move in. These services are provided in projects for office, retail, residential, restaurants, mixed-use, telecommunications, hospitality, and manner other infrastructure needs.

Our key skills include:

- ◆ Program Management
- ◆ Project Management
- ◆ Design Management
- ◆ Construction Management

Sub Consultant skills:

- ◆ Real Estate Acquisition
- ◆ Legal
- ◆ Feasibility Study
- ◆ Environmental Engineering
- ◆ Civil Engineering
- ◆ Architectural Design
- ◆ Building Engineering
 - Structural
 - Mechanical
 - Electrical
- ◆ Real Estate Leasing
- ◆ Facilities Management

We have an opening for a Consulting **Business Development Director**. This position will report to the President.

Bullock Development, Inc.
10470 Stanyan Street
Alpharetta, GA 30022

phone: 770-410-3085
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www.bullockdevelopmentinc.com



Job Summary

Assists President with the establishment of business development strategy for the business and /or region as part of the yearly strategic planning process. Gather information on potential markets, clients and projects fully utilizing their industry contacts to maximize sales. Provide input and oversee the development and preparation of proposal and introduction materials.

Responsibilities

The following statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

1. Identify and pursue potential client/project opportunities; assist with determining appropriate material and organize strategic plan for pursuit of project.
2. Lead and produce qualifications, proposals and presentations. Will include coaching of presentation teams.
3. Continuously cultivate and maintain positive relationships with sources for lead generation (A/Es, consultants, RE execs, trade associations, etc.) and coordinate the introduction and cultivation of ally relationships with Bullock personnel.
4. Assist in development and implementation of local and or regional Public Relations strategy. Actively participate in target client industry trade associations and strategic community and industry activities for lead generation and visibility of the company.
5. Stay in periodic contact with new, existing and past clients to uncover opportunities; act as a sounding board with respect to our performance and as a lead generation activity; administer monthly client evaluation.
6. Develop prospect information/tracking system.
7. Attend regular sales meetings to maintain coordination of Business Development activity; set priorities and measure progress against plan.
8. Know and measure the capabilities and performance of the competitors in the market.
9. Apprise President of current and anticipated market conditions.
10. Participate as a member of the marketing team in project opportunities; assist other members of the team in keeping commitments with the potential clients/projects.
11. Working with the President, assist with developing sales strategy; develop specific and measurable sales goals; identify target clients.
12. Motivate team towards sales goals; aid the principal in charge in keeping the properly focused on potential client/project prospects which will meet the annual and long range plans.

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13. Actively participate in the office Quality Planning sessions; measure effectiveness of annual plan periodically; manage and revise annual budget.
14. Report to the President any observations made in the marketplace that may represent areas for improvement or opportunities for new strategic initiatives by the Company.
15. Report the planned and executed sales activities to the President.

Minimum Requirements

1. Four year degree in business administration, communications, marketing or technical related field
2. 5 to 8 years of business development experience with 3 years business development experience in the construction industry (i.e., General Contractor, CM, Design/Build, etc.) preferred.
3. Atlanta Market Experience - the majority of experience should be within the Atlanta marketplace.
4. Communication - excellent oral presentation and written skills.
5. Interpersonal - able to work well and persuade people at all organization levels.
6. Goal oriented - able to set goals and achieve them.
7. Organizational ability - able to plan, prioritize, organize and monitor activities and projects.

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