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## JOB DESCRIPTION

### BUSINESS DEVELOPMENT COORDINATOR

This position typically requires a degree from an accredited college or university, or training from an alternative education provider. Years of experience may be considered in lieu of a degree.

This individual performs the services and activities necessary to attract new clients and retain existing clients. Working knowledge of the architecture/engineering/construction industry is preferred.

Travel to and attendance at trade shows is required.

The Business Development Coordinator is also asked to write portions of studies which are performed to analyze existing conditions and propose potential solutions. This will also include a knowledge or an understanding of demographic information, and its impact for various regions.

The Business Development Coordinator typically reports to a Principal and works directly with them. This person also works with Project Managers, Architects and Engineers to understand the basic scope of work of existing projects in design.

Skills required include the following.

1. Knowledge of and experience with the Microsoft and the Adobe suite of products.(including but not limited to Acrobat, Photoshop, Illustrator, etc.)
2. Working knowledge of the K-12 educational marketplace (school districts).
3. Working knowledge of other public and private industries and potential opportunities.
4. Graphic design capability to create advertisements and sponsorship graphics to fulfill client requests.
5. Ability to work directly with the firm's Principals and co-workers in a fast-paced environment, adapt to changing priorities and maintain a productive and committed work effort, meeting deadlines and managing workload.
6. Ability to attend client meetings and public presentations, as required.
7. Strong reading and writing skills necessary to read requests for proposals and write responses to those proposals.
8. Ability to develop and manage a marketing budget.
9. Ability to network with others in the Architecture/Engineering/Construction industry.

10. Lead generation, cold calls/emails, and social media outreach to develop new business prospects.
11. Create long-term client engagement plans and strategies. Including research to determine qualified target areas, projects, and clients.