



## **Manager, Business Development, Charlotte Office**

### **Position Highlights:**

We are looking for a highly motivated, self-directed professional with a substantial network in the Architectural and Development Markets in the Charlotte Metro area. Your day will be a balance of research and trend analysis, opportunity development, and creative communication and branding. You will spend your time seeking and securing business opportunities, researching and reporting on market trends, and developing market growth strategies with our President, our Chief Strategy Officer, and our Business Development Team. You will develop and maintain a strong business network, actively participate in professional and community organizations, and work as a part of our Business Development Team to create, nurture and win projects by building professional relationships, identifying teaming opportunities, and presenting Stewart in creative written, verbal and graphic form. You will develop and implement strategies that promote our services and our brand.

### **Position Responsibilities:**

- Coordinating high quality customized, targeted correspondence, proposals and presentations with our Marketing Manager.
- Being comfortable in leadership roles and with public speaking.
- Developing and maintaining a network of corporate, industry, government, municipal, and community contacts to keep abreast of industry, client, and competitor activity.
- Sourcing new business opportunities through new and established relationships.
- Maintaining awareness of upcoming proposals, track business opportunities, and identify teaming opportunities.
- Initiating and maintaining ongoing contact with existing and prospective clients, partners and allies to build, develop and leverage project opportunities.
- Being actively involved in professional, civic and or community organizations.
- Engaging the community, telling the Stewart story, communicating our differentiators, and promoting our brand.
- Researching and gathering intelligence on potential clients and projects.

This job is for you if your strengths include being:

- Persistent, energetic and passionate about the A/E/C industry and Stewart.
- An independent worker who thrives as a team player.
- A person who enjoys finding and capitalizing on opportunities.
- Outgoing, friendly, respectful, and approachable -- someone who loves meeting new people and has great follow-up skills.
- An active listener, giving full attention to what other people are saying, taking time to understand key points, ask intelligent questions, and exhibit proper business and personal character.



**Qualifications:**

- Bachelor's or professional Degree in Business, Marketing or a related A/E/C field preferred.
- 5-10 years of relevant A/E/C experience required.
- Thorough understanding of A/E/C industry terminology and procedures.
- Professional demeanor and character required to develop and maintain long-term client relationships.
- Effective leadership skills, which include the ability to influence others, while building internal and external partnerships.
- Proven track record of opportunity development within the A/E/C industry, in the Charlotte Metro Area.
- Existing, established relationships with marketing coordinators and decision makers in the A/E/C industry and the ability to create and maintain relationships in the Charlotte Metro Area.
- Strong interpersonal communication, writing and speaking skills.
- Excellent Team Player.

**Our Team:**

Our Business Development Team, led by our President, is charged with developing strong community, professional, and organizational relationships across the Carolinas and beyond. We are focused on exposing Stewart to opportunities for new work, with new and existing clients for all our Practice Areas. We are the face of Stewart in our markets and our role is to position our Practice Leaders to successfully close on new project opportunities. We work collaboratively across the firm with our Practice Leaders, our Marketing Team, and our Executive Leadership Team showcasing the excellence derived from our interdisciplinary approach.