

## Business Development Associate

### Position Objective

As CM&B continues to evolve and push into new market sectors, we are looking to add a Business Development Associate to our Getting Team. As the Getting Team identifies and pursues new opportunities, the Business Development Associate is responsible for supporting our business development leaders' research, prospecting, and administrative activities that ultimately help the team generate new relationships and maintain relationships with past and current clients. Specific focus of this role will be finding new opportunities and developing strategic relationships, with a specific focus on the MedTech, Industrial and Tri-State Automotive sectors while also staying current on CM&B's established sectors.

### Career Path

The first 12-24 months of employment will focus on learning and absorbing the business and culture of CM&B. Through an intensive training program, the Business Development Associate will absorb CM&B's key differentiators, core market sectors, business strategy, strategic sales initiatives, and key relationships. At the end of this training period, the Business Development Associate will be positioned to evolve into a more client-facing role. The ultimate goal is for the Business Development Associate to stay with CM&B long term and grow into a future sales leader.

### Who is Right for the Role

- Driven team player who is eager to learn and grow
- A relationship builder
- Excellent verbal and written communication skills
- Strong research ability and attention to detail
- 3-5 years of professional experience
- Experience and interest in the commercial real estate, architecture, engineering, or construction field or related industries
- Sales, marketing, or related experience.
- Proficiency in Microsoft Word and Excel and working knowledge of CRM sales tools.
- Creative problem-solving ability
- Self-starter, ability to work independently

### Essential Duties and Responsibilities

#### General

- Identify and grow opportunities within existing and new market sectors in accordance with the Strategic Plan
- Work in concert with and assist Account Executives and Project Executives
- Manage, maintain, and expand relationships with existing clients and key influencers (architects, engineers, OPMs, etc.)
- Assist in generating the sales plan for assigned market sector(s)
- Create a strong network, connecting people with people who can help each other

### **Sales & Marketing**

- Research potential target clients, sectors, opportunities, architects, and engineers with specific focus on new sectors (MedTech, Tri-State Automotive, Industrial)
- Attend local core industry events as a means to network, build relationships and identify potential opportunities
- Assist in the development of and participate in sales presentations
- Communicate the progress of assigned initiatives
- Become a power user / trainer of CRM and devise systems for efficiently maintaining contacts
- Develop a working knowledge of all services from Pre-Construction through Construction
- Preparation of proposals and qualification presentations that strategically position the company for new business
- Collaborate with the Marketing team to align sales and marketing goals and push the CM&B brand to the marketplace
- Collaborate with the Marketing team to update current marketing tools to strategically address client goals

**Applicants can send resumes to [lblackman@cmbteam.com](mailto:lblackman@cmbteam.com) or apply online using the link below.**

**Online: <https://bit.ly/3clBzd0>**