



Title: Director of Business Development

Status: Exempt

Background

BSB Design is a full-service, 180-person architecture firm headquartered in Des Moines with 10 locations. The firm specializes in creating architecture and community plans for single and multi-family housing, 55+ housing, mixed-use developments, commercial buildings and hospitality. The 50-year-old firm boasts a family-oriented culture with long-term staff and a broad ownership base of 57 shareholders. The firm's Irvine office is presently comprised of a Multi-Family Project Architect, Land Planner, Designer and two Job Captains. The firm is committed to growing throughout Orange County and possibly other Southern California regions.

Position Description

For its Irvine office, BSB seeks an experienced leader with significant relevant experience in business development and in identifying, building and maintaining numerous client relationships and closing sales. This is a Principal-level position. Extensive support and resources will be provided by BSB with ongoing access to marketing and firm leadership.

Knowledge of the local market and/or local clients and competition is required. A person with a California architecture license is ideal.

Candidates who also have project experience and the desire to continue leading projects are highly encouraged to apply.

Reports to: Partner

Primary Responsibilities

- Understand the firm's goals, current market conditions and local marketplace competitors
- Develop and implement long- and short-term BD objectives and strategy
- Identify business opportunities by presenting to potential new clients and by building client relationships
- Manage presentation efforts to obtain new clients
- Secure new work to help ensure a consistent workload and cash flow
- Utilize and build contacts and local networks to raise the firm's Orange County profile in key markets
- Establish a network of associated professionals to obtain references for future work
- Maintain relationships with key people involved in the building industry, publications and associations
- Participate in industry conferences and events

Skills and Traits

- Highly motivated, enthusiastic candidate with a naturally positive attitude
- Strong leadership skills including confidence overseeing staff and interacting with staff at all levels
- Ability to work both collaboratively and independently
- Capacity to organize and prioritize work to meet deadlines and respond to marketing opportunities
- Strong capability to understand and visualize projects from conception through completion
- Possess a passion for architecture and the drive to advance professionally

Education and Experience

- Bachelor's degree in Architecture or related professional degree, with California architecture license preferred.
- Five to ten years in design leadership and client interaction
- Design and project management experience preferred
- Minimum 10 years of related industry experience with a proven track record in business development within custom residential and multi-family market sectors
- Experience with the entitlement process
- Architecture degree from an accredited university
- Working knowledge of Microsoft Office and understanding of CRM software.
- Desirable are familiarity with California building codes and regulations including CalGREEN Residential and knowledge of AutoCAD and BIM
- Excellent written and verbal communication skills

Compensation and Benefits

A generous benefits package includes health, dental, vision, disability and life insurance as well as optional supplemental coverages. Benefits also include 401(k) matching contributions, flexible spending accounts and PTO for vacation, sick leave, bereavement, jury duty, childbirth and family illness.

Salary: DOE

Submission

Qualified applicants please email your resume and a brief cover letter to MaryAnne@StrogoffConsulting.com using the subject line "Director of Business Development". **To be considered, your cover letter must state:**

- **How your background and experience makes you an excellent candidate for this position**
- **The extent of your familiarity with local and state building codes**
- **The extent of your experience with multi-family and/or single-family housing**
- **Your California license number if you are licensed in the state**

If you are selected for an interview, you will be asked to provide three business references who are available to be interviewed and to provide insights beyond mere verifications of employment.

NOTE: The content above is intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required.