

Job Title: K-12 & Higher Education - Strategy & Development Leader

Firm Name: HED

Position Location – Los Angeles, CA

Firm profile: <https://hed.co/>

Salary Range: \$90,000 \$203,500

Contact Information: rfisher@hed.co

Job Requirements:

PHYSICAL REQUIREMENTS

- Capable of traveling to and from project sites for attending client and project meetings.
- Ability to use equipment for communication and documentation purposes.
- Visual acuity to perform responsibilities.

Job Description:

PRIMARY FUNCTION

Help research, identify and develop new clients and opportunities, as well as maintain existing clients, for the sale of profitable design services within a designated sector.

TYPICAL DUTIES

- Recognize and seize competitive advantage opportunities for HED in the marketplace.
- Translate Firm vision into data-driven marketing and brand strategy.
- Develop and execute marketing campaign activities to elevate our brand and secure new work.
- Serve as a trusted advisor to Business Leaders and Sector Leaders.
- Initiate, develop and track client contacts, identify key decision makers, introduce Firm capabilities and identify potential service opportunities.
- Coordinate the client development process by providing information, promotional materials and advice to potential clients, and act as liaison for the Firm.
- Coordinate meetings between key Company personnel and potential clients.
- Assist in the preparation of proposals and interviews.
- Assist in populating and maintaining CRM database for opportunities, pursuits and client contacts.
- Perform additional assignments as directed by the Business Leaders and Sector Leaders.

JOB QUALIFICATIONS

- Bachelor's Degree in Marketing, Business or Communications or a minimum of five years of equivalent experience.

- Minimum five years' experience as a business development representative or in a related design/communications position with significant client contact.
- Prior experience with architecture, engineering or construction services firms is preferred.
- Prior experience in relevant corporate and commercial market sector, including corporate/technical workplace, corporate buildings and campuses, and mixed-use developments, is preferred.
- Excellent graphics, writing and speaking skills, and strong organizational and teaming skills.
- Ability to manage multiple deadlines and diverse teams in a fast-paced environment.
- Very detail-oriented, self-motivated, enthusiastic and flexible.
- Ability to interact well in various business and social settings with all types of people in a mature and professional manner.
- Ability to represent Company at professional conferences and other industry events.
- Advanced competency in Adobe Creative Suite (InDesign).
- Computer literate in general office applications.

PHYSICAL REQUIREMENTS

- Capable of traveling to and from project sites for attending client and project meetings.
- Ability to use equipment for communication and documentation purposes.
- Visual acuity to perform responsibilities.

In compliance with all applicable or other employment requirements, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability and arrest and conviction records.