

## Job Description: Business Development Manager

<b>Date Created: November 2020</b>	<b>Location: Detroit, MI</b>
<b>Reports to: Business Development Director</b>	<b>Department: Business Development</b>
<b>FLSA Status: Exempt</b>	<b>Niche: Energy Waste Reduction/Energy Efficiency</b>

### Company Overview

Walker-Miller Energy Services is a 20-year-old Detroit-based, core-values driven company committed to changing lives through energy efficiency. We create and manage customized energy waste reduction programs that help electric and gas utilities meet mandated energy savings goals.

Our experience driven philosophy of energy efficiency as economic development helps families and businesses save energy and save money. Through innovative, inclusive initiatives, we help build communities by creating local jobs, producing sustainable energy savings for all rate payers, and spurring the growth of diverse local businesses.

Our operating philosophy is reflected in our core values. We refer to them as B-Hive.

- B - Boldly Go
- H - Humble Confidence
- I - Inclusive Stewardship
- V - Value Reputation
- E - Extraordinary Experience

### Position Summary

In this role, the Business Development Manager develops and coordinates business opportunities in the energy efficiency industry through continuous professional contact with existing and/or new clientele. The Business Development Manager's responsibility is to target and develop new clients. Determines client long-range capital expenditure budgets and the corresponding need for energy efficiency services. You will also need to understand Walker-Miller's capabilities and apply this knowledge to identify, develop and expand our client base in existing industries.

**Essential Duties and Responsibilities: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.**

- Embrace and operate within the core values
- Develops and implements business objectives and relationship activities
- Develops formal client strategies and plans
- Manages the pipeline for the region and associated offices
- Responsible for reviewing details and qualifying scope of new business to determine if opportunity should be considered by director and senior leadership
- Contacts and develops relationships with potential clients as identified in the strategic plan
- Makes direct contact with leads, prospects, prospective clients, influencers, and coordinates the activities of others, thus leading a well-organized approach including the development of pertinent materials and information required to complete business development activities

- Manage and maintain CRM system (HubSpot)
- Solicits qualified bid and proposal opportunities based on focused and targeted plan
- Seeks client and location development as outlined by the annual target client list
- Maintains records of all target client BD activity including contacts, communication, and results.
- Participates in client entertainment activities, as required
- Promotes Walker-Miller's profile by participating in relevant industry associations, conferences, and other forums
- Identify and help develop strategic collaborations with firms offering complementary services to target market segments and/or clients

**Education and Experience:**

- Bachelor of Science degree in Engineering, Business, Construction Management or equivalent experience
- 3+ years of energy industry experience in a business development role, with a successful track record in project development
- Possesses significant knowledge of and a well-established network in the energy industry

**Required Knowledge, Skills and Abilities:**

- Strong organization, communication and presentation skills
- Working knowledge of Microsoft Office products, proficient in Excel
- Performs complex assignments requiring independent decision-making capability
- Experience managing the financial, contract, risk management, and technical development of projects
- Proven relationship management and account management skills

**License and Certification:**

- None

**Travel Requirements:**

- May require occasional overnight travel
- 25% travel

**Physical Demands and Work Environment**

- Required to sit, stand, walk; talk and hear
- Ability to lift up to 10 pounds
- Noise level is typically moderate

***Note: The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

**Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.**

The above information describes the general duties and requirements necessary to perform the principle functions of the position. This shall not be construed as a detailed description of all the duties and requirements that may be necessary in this position.

**Walker-Miller Energy Services, LLC is an Equal Opportunity Employer**