



Job Description: Manager of Business Development

Alternative Titles: Market Development Manager

Revised: January 16, 2012

Department/Business Unit: Marketing & Business Development

FLSA Classification: Exempt (Administrative)

Reports To: Executive VP of Marketing & Business Development

General Purpose: To acquire profitable engineering and construction business for the company with a primary focus on upstream and midstream oil and gas industry opportunities and secondary focus on refining and chemical clients.

Work Schedule: 40+ hours per week Monday through Friday.

Responsibilities & Duties

- Develop new and maintain existing customer relationships
- Seek customers in company target markets through research and direct contact with potential customers
- Generate project/business opportunities and RFP's through customer contact to meet company's business plans and growth strategies
- Drive the sales process from inquiry/RFP coordination through "Closing the Deal"
- Develop and maintain relationships with Major Equipment Vendors and Process Technology Providers
- Collaborate with company management to prepare and implement the company's Marketing and Business Development Plan and strategy for meeting business goals
- Track and report current status of potential projects, markets, Customer news, and developments
- Lead the development and preparation of RFP's, Pre-Qualification, formal presentations
- Ensure all communication with customers are in accordance with our standards and correct in content and format
- Solicit customer feedback through the project proposal and execution phases
- Maintain customer/potential customer contact lists
- Work within company policy as outlined in the Lauren Engineers & Constructors Employee Handbook and in compliance with the LEC Human Resources Policy Manual, LEC Safety Manual and OSHA Safety rules
- Perform other duties as assigned

Required Education

- Bachelor's degree in marketing, business administration or similar field of study

Required Experience

- 10 or more years of progressive business development, sales, project management experience in the construction and/or engineering with an emphasis in the oil, gas, and refining industries as evidenced by an active contact/client network list

Required Skills/Licenses/Certifications

- Professional Engineering license *preferred*
- Excellent presentation, verbal, written and interpersonal skills
- EPC project delivery
- Active driver's license with a driving record representative of a safe driving history
- Read, write and communicate using English language sufficient to perform job functions (other preferences will be given for special language skills where there is a business need)

Supervisory Responsibility

- This position does not have any supervisory responsibility.

Physical Demands & Working Conditions

The overall nature of the position is sedentary in nature requiring little physical effort and occasional light physical exertion. There is occasional exposure to environmental conditions such as heat, cold, temperature changes, industrial noise, and construction hazards usually accompanied by business travel and visits to oil, gas, and refining facilities.

- The constant physical demands of the position are talking and hearing.
- The frequent physical demands of the position are sitting, standing and walking.
- The occasional physical demands of the position are carrying, pushing, pulling, handling, repetitive motions, and eye/hand/foot coordination.

Travel Requirement

- This position requires frequent air and over-the-road travel

Required Personal Protective Equipment

Employees must use hard hats, eye protection (ANSI Z87), hearing protection (where required), safety-toe protective footwear (ANSI Z41) and gloves as required by industry/construction safety standards or as deemed necessary by Company safety policy and procedure.

Candidate/Employee Review Acknowledgement

I acknowledge that I have read the Job Description and I understand what would be expected of me. The Company reserves the right to change or reassign job duties or to combine positions at any time. I also understand that I am an at-will employee, and this Job Description does not constitute a contract of employment.

Candidate/Employee Signature

Date

Printed Name