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<b>Job Title:</b> New Business Development Mgr.	<b>Fair Labor Standards Act (FLSA) Status:</b> Exempt
<b>Department:</b> Operations	<b>Reports To:</b> COO
<b>Location:</b> Bardstown, KY	<b>Employment Type:</b> Full-Time

**Position Summary:** The New Business Development Manager is responsible for identifying, developing, and securing new construction opportunities across commercial, institutional, and/or industrial sectors. This role emphasizes building relationships with owners, developers, architects, and sub-contractors, while driving project pursuits from early concept through contract award. This position works closely with preconstruction, estimating, and operations teams to ensure successful project acquisition and handoff, focusing on expanding the company’s market presence, building long-term relationships, and driving revenue growth across commercial, industrial, and infrastructure construction.

**Role Qualifications:**

- Bachelor’s degree in construction management, engineering, business, or related field (preferred).
- 5+ years of experience in business development or sales within construction or related industry
- Strong understanding of construction processes and contract types including design-build, general contracting, and construction management delivery methods
- Proven track record of networking, building relationships, and achieving new business goals

**Position Responsibilities:**

1. *Lead Generation and Market Expansion*
  - a. Proactively identify, pursue, and qualify new business opportunities (developers, property owners, general contractors, etc.
  - b. Research and monitor market trends, upcoming projects, competitor activity, and emerging customer needs
  - c. Develop and execute strategic growth plans for new regions or business sectors
2. *Client Relationship Management*
  - a. Build and maintain strong relationships with clients, architects, engineers and project managers
  - b. Represent the company at networking events, industry conferences, and bid meetings
  - c. Act as the primary contact for prospective clients during early project stages
3. *Proposal & Tender Management*
  - a. Coordinate with estimating and project teams to prepare bids, proposals, and presentations
  - b. Review RFP’s (Requests for Proposals), and requests for quotations from sub-contractors, and suppliers
  - c. Ensure submissions are competitive, compliant, and aligned with client expectations

4. *Sales Strategy & Revenue Growth*
  - a. Develop pricing strategies in collaboration with leadership and project engineers/estimating teams
  - b. Negotiate contracts and close deals
  - c. Meet or exceed sales goals
  
5. *Collaboration & Internal Coordination*
  - a. Work closely with project managers, estimators, and operations teams to ensure flawless project handover, execution, and completion
  - b. Provide input on project feasibility, timelines, and cost considerations
  - c. Support marketing initiatives (case studies, capability statements, branding)

**Essential Skills & Experience:**

- Excellent communication, negotiation, and presentation skills
- Strong network within the construction and real estate industries
- Strategic thinking and market analysis
- Ability to read and interpret construction drawings and specifications
- Must be resourceful with the ability to work independently and with a team

**Valued but not Required Skills and Experience:**

- Existing network of owners, developers, and design professionals
- Experience with negotiated work and repeat-client development
- Familiarity with subcontractor markets and procurement processes
- Experience in both public and private sector work
- Knowledge of local market regulations and permitting processes

**Reporting to this position:** No Direct Reports

**Physical Demands and Work Environment:**

- Hybrid environment: combination of office, client meetings, site visits, external networking events
- Frequent local travel; occasional regional travel
- Will require work outside of normal business hours

**General Sign-off:** *This job description may be altered to reflect changes in duties and other duties may be assigned to the incumbent employee. The employee is expected to adhere to all company policies.*

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_