



Job Description

Business Development Manager/Asst to CEO

BFW www.bfwgroup.net provides construction project management, construction administration, construction safety consulting, quality assurance/quality control (QA/QC), staff augmentation, and land development consulting to government, non-profit and for-profit developers, churches, schools and institutions, and large general contractors in the Mid-Atlantic Region. We have an immediate opening for a Business Development Manager/Assistant the CEO.

Duties Include:

- ✓ Research requests for proposals (RFPs) and requests for qualifications (RFQs).
- ✓ Respond to RFQs and RFPs - will train.
- ✓ Draft letters and correspondence to various potential clients and client groups.
- ✓ Assist CEO with proposal writing – will train.
- ✓ Attend marketing and community meetings as warranted.
- ✓ Attend industry networking events as warranted.
- ✓ Assist CEO with work on various Boards and Commissions. Assist CEO with schedule and travel. Travel required in Tri-State area.
- ✓ Publish company on-line newsletter. Must be expert in, or able to learn and master Mailchimp.
- ✓ Update and manage company database in Outlook.
- ✓ Manage web site and social media for organization including LinkedIn, Instagram, Twitter, Facebook.
- ✓ Help manage technology and office vendors.
- ✓ Help manage and record minutes of staff and Advisory Board meetings.
- ✓ Work with CEO on various projects as they arise.

Qualifications

- ✓ College Graduate plus 2 years work experience and/or 2 years of Grad School.
- ✓ Prefer someone who is smart, flexible and a quick study.
- ✓ Must be Flexible as events are in evening after work.
- ✓ Hours change when on deadlines, may work longer hours.
- ✓ Must be able to master social media, MailChimp, and Data Base.
- ✓ Must be excellent at MicroSoft Suite, and able to work with graphics on an Apple computer.
- ✓ Must be a good writer.
- ✓ Engineering/Architecture/ Interior/Graphic Design/English/Marketing and Social Media majors welcomed to apply.

Benefits

- ✓ Competitive Salary (\$48K - \$55K) and full benefits package including health, disability, PTO, 401K.
- ✓ Strong Team Culture and core values (Average tenure of staff – 5+ years).
- ✓ Fun creative place to work. EOE Employer.

If interested please send resume to: bstoddart@bfwgroup.net. No Phone Calls Please.