

## Business Development Manager

An Oakland, CA-based professional consulting firm seeks a driven, skilled Business Development Manager to work full-time out of its corporate headquarters, preferably three days per week on site in a hybrid work model. This fast-paced, mission-critical role will lead the Business Development Department to increase work with current clients and expand into new business opportunities in the public and private sectors. Specifically, this leadership role involves finding and researching viable leads; establishing/maintaining relationships with new and existing clients; designing and implementing effective strategies for writing winning proposals as a prime consultant; navigating partnering opportunities and communicating with partners and industry/agency affiliates; and providing leadership and direction to the Business Development Team.

The ideal candidate is highly organized, detail-oriented, and understands how to lead the production of successful responses to requests for proposals (RFPs), requests for qualifications (RFQs), and grant applications. If you have a positive attitude, understand what it takes to win new business, and have proven experience as a proposal manager, we want to meet you.

### Responsibilities:

- Manage multiple aspects of business development: creation and implementation of win strategies, bid-document preparation and review, contract administration, document control, and writing and editing tasks to support business development, marketing, social media, communications, and brand messaging.
- Search for, evaluate, and make recommendations on potential business growth and bid opportunities.
- Establish new partnerships and maintain relationships with existing clients.
- Lead marketing efforts and the development of responses to proposals to maximize the firm's potential for successful bids.
- Create annual business development plan with achievable goals that integrates public and private sectors.
- Facilitate weekly Business Development Team meetings and proposal overview meetings led by proposal coordinator and delegate assignments for timely execution.
- Prepare staff for interviews or presentations as part of the procurement process.
- Review and update website and social media content, marketing project sheets, and marketing materials.
- Attend various business and social functions to promote and represent the firm.

### Required education, experience, and skills:

- B.A./B.S. degree preferred with coursework in marketing, communications, business administration, engineering, or related field.
- A minimum of 10 years of experience in proposal management, business development, or consulting/project management in transportation is highly desired.
- Proficiency in MS Excel, Word, PowerPoint, Outlook; Adobe Acrobat and InDesign; and WordPress.
- Strong oral and written communication skills.
- Excellent time management skills and the ability to prioritize work and meet deadlines.

If you are interested in leading a dedicated team to win new business, have the ability to manage your time well, and want to work in a fast-paced, diverse environment, this job is for you. The pay is competitive.

**You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.**

[APPLY](#)