

Business Development Manager L. Luster & Associates, Inc.

- DESCRIPTION:** L. Luster & Associates (LLA), a small, woman/minority-owned business headquartered in Oakland, CA is seeking a Business Development Manager to lead business development efforts for the firm. The Business Development Manager will work with the President to develop a strategic business development plan and will be responsible for its implementation. LLA has an established and well respected track record. The firm is well positioned to expand and grow. The Business Development Manager will work closely with the President and her staff to take the firm to its next level.
- POSITION TYPE:** Full-time Position with medical/dental, holiday, vacation and 401K benefits. Salary commensurate with qualifications.
- REPORTING:** Reports directly to President.
- DEGREE REQUIRED:** Bachelor's Degree at minimum.
- YEARS OF EXPERIENCE:** 5 – 7 years working in business development preferably for a small firm associated with engineering, architectural or other professional services. Demonstrated expertise in proposal preparation. Knowledge of public and private sector clients a must.
- SPECIFIC DUTIES:**
- Work with President to prepare five-year strategic business development plan
 - Develop business leads that result in contracts for firm
 - Interface with existing clients and nurture relationships
 - Develop new business leads and relationships
 - Attend business association functions to promote firm
 - Track public and private solicitations for work
 - Prepare responses to RFQs and RFPs
 - Prepare and update LLA SOQ and other BD materials
 - Provide recommendations for raising firm profile
- KNOWLEDGE & SKILLS REQUIRED:**
- Knowledgeable business development requirements for a small firm doing business with both public and private sector clients.
 - Possess strong interpersonal skills and able to communicate effectively orally and in writing with firm clients and other staff.
 - Willing to take a leadership role in business development.
 - Be a self-starter and capable of working with minimal direction or supervision.
 - Able to work as a member of a team.
 - Skilled at setting and managing priorities.
 - Adept at writing proposals in response to RFPs/RFQs; adept at working as part of a pursuit team.
 - Proficient in using MS Office Suite: Word, Excel, PowerPoint, Access and able to produce reports/graphs/charts/tables.

To apply: Send resume and cover letter to Dr. Laura Luster via email at: Laura@LLusterassociates.com

Open until filled.