

POSITION DESCRIPTION

Associate--Partner
Development

Overview

The Partner Development Associate is dedicated to generating new business for all lines of business of the Company (assessment, HPC, consulting, and construction) in an assigned territory. The Associate builds relationships and identifies opportunities with past and prospective clients, interprets the prospect's needs and manages proposal preparation and presentation, and closes sales, as the primary responsible account representative of the Company. This person follows up on leads from marketing initiatives and seeks referrals from current clients, nurtures trust with clients and prospects and represents the Company in a manner that reinforces our image and values. This person leads presentations to prospects, collaborating with key leadership or senior production staff.

The Associate will work from the corporate or regional office but will be expected to cover at least one multi-state region as the primary account representative. Thus, the duties may require overnight travel 20-30% of the working days per year.

General Authority

The Associate reports to the VP of Partnering and works collaboratively with the Director of Partner Awareness, Director of Partnering, Marketing Coordinator, CEO, and COO. This position does not supervise others.

Key Accountabilities

- Identify leads and prospects, through client referrals, marketing tools, industry network relationships, and cold calls
- Cultivate positive and productive industry relationships with prospects and third parties who are gateways to prospects, and lead to new business
- Inform Partner Awareness (aka Marketing) on details of opportunities, to support effective proposal creation; review and deliver proposals, influence deliberations, close sales, and obtain executed contracts
- Hand off new engagements to production department and facilitate a smooth transition by conveying critical information to the Project Manager
- Informally check in with the client and production staff at strategic points in project delivery to reinforce advocacy role, ensure communication, and ensure client satisfaction
- Document steps in the sales process in the company's database (CRM) on a current basis
- Attend all relevant conferences, support conference activity with presentations, booth staffing, entertaining, planned contacts
- Other tasks as assigned by supervisor

Skill Requirements

- Energy, enthusiasm, persuasiveness, determination, resilience, mental toughness
- Sufficient technical knowledge to interpret technical matter and services to clients
- Communications—written and oral, sensitivity to language, nuance, body language
- Knowledge and proficiency in using Word, Excel, Powerpoint, Adobe, Sales Force

Experience and Qualifications

- 4-year post secondary degree in business, liberal arts, or A/E/C curriculum
- 5+ years in a public-facing independent school role dedicated to stewarding relationships, e.g. Head of School, COO, Director of Facilities, Director of Advancement, Director of Admission, Director of Athletics
- General familiarity with the real estate, architecture, engineering, or construction industries
- A large network of relationships with independent school leaders

- Professional training in Architecture, Engineering, Construction a plus, or experience in performing design, project management, facility management, construction , or administrative experience with capital programs as an Owner
- Familiarity as an insider in one or more of company's target markets is a plus
- Technology user-level proficiency
- Physically able to climb, lift, carry, walk substantial distances, work in all weather conditions
- Willingness to travel by air and auto, overnight stays away from home

[Knuckleball Consulting](#) is assisting Building Solutions in this search. Please direct all inquiries to Mike Vachow, Principal Consultant, mike.vachow@knuckleballconsulting.com.

Only applicants being interviewed will be contacted. All replies will be treated with the highest level of discretion. Building Solutions is an equal opportunity employer.

About Building Solutions

Building Solutions is a unique company that specializes in providing technical advisory services to our clients, who are owners and operators of significant real estate assets. Our services include comprehensive project and construction management services, pre-acquisition property condition assessments, facility audits, and other kinds of facility development and operational advising. We serve the professional real estate developer market, as well as institutional niche markets, such as churches and schools. We are the dominant service provider of some services to private K-12 schools in the United States, and worked in over 38 states and 3 countries in North America since 1990. We particularly value our solid and stable team of professionals, known for their integrity, technical expertise, energy, creativity, thoroughness, and commitment to meeting our clients' goals. We are team players and believe that motivated people, working in a supportive atmosphere of trust and mutual respect, will deliver the best results for their clients and employer.

Building Solutions is committed to growing the construction project management line of business and expanding department resources to meet the needs associated with that growth.