Integrated Building SOLUTIONS

Job Posting

POSTING POSITION: Business Development Manager

REPORTS TO: Marketing & Sales Director

LOCATION: Minneapolis, MN

Final determination of a successful candidate's starting pay will vary based on job-related knowledge, skills, education and experience. The pay scale listed for this position is generally for candidates that meet the specified qualifications and requirements listed on this specific job description. We provide a competitive compensation package that recognizes your experience, credentials, and education alongside a robust benefits program to meet your needs.

WHO WE ARE:

IBS is a small company with a nationwide reach. We describe ourselves as being weird in an exceptionally good way because we care about doing the right thing for our customers and finding a way to get things done where other companies don't or won't. "We love spending our customer's money, but we hate wasting it." And the "weird" part is, we mean it.

IBS is a nationally recognized specialized general contractor in electrical, fire, and HVAC systems. We provide a life cycle of services including consulting, engineering, construction, commissioning, maintenance, and training throughout North America.

IBS runs on EOS purely. That means as a member of this team, you will have a leader who:

- Gives clear directions
- Makes sure you have the necessary tools
- Acts with the greater good in mind
- Delegates appropriately
- Takes time to truly understand your role and how you can help the company
- Makes their expectations clear
- Has effective meetings
- At a minimum, meets one-on-one with you quarterly
- Rewards and recognizes your performance

ABOUT THIS ROLE:

As an EOS "Traction" company (**Right Person**/**Right Seat**) the successful candidate is a fully competent Business Development Manager with experience in commercial construction. Including electrical and/or fire and/or HVAC systems.

Specific responsibilities include:

- Prepare sales presentations, proposals, and reports.
- Find new customers and develop relationships
- Maintain customer relationship management (CRM) systems and update sales data regularly.
- Support the sales team with Selling, strategy, administrative tasks, including tracking leads and managing sales inquiries.
- Develop ideas for the creation and execution of marketing and sales campaigns across various channels (email, social media, website, print, etc.).
- Coordinate sales travel to develop new and existing customers

- Manage and develop future sales representatives
- Conduct research on industry trends, competitors, and target markets.
- Coordinate logistics, vendor management, and promotional materials for events.
- Respond to leads and opportunities to support sales-related activities.
- Maintain relationships with key clients and partners.
- Help resolve customer concerns or issues related to sales and proposals.
- Supporting directors with additional tasks; Ex. talent acquisition, marketing initiatives, sales initiatives, follow-ups, customer meetings.

ABOUT YOU (RIGHT PERSON):

You are the right person in the right seat if you have demonstrated skills that reflect our core values: We **CARE**, We **LISTEN**, We **ANTICIPATE**, We **INNOVATE,** and We **DO**. You bring a minimum of five (5) years of experience in supporting Sales and Marketing responsibilities.

- Organization – you are well organized to meet objectives.
- Knows their Audience – Can determine who they are speaking to and can pivot/adjust as needed.
- Communication – written and verbal correspondence should be clear and professional.
- Inquisitive – ask questions to fully understand the scope of projects and the needs associated with it.
- Creativity - you are a creative problem solver.
- Influencer - high level of sales knowledge to influence the IBS team & clients to sell ideas and shape decision criteria.
- Humor - our office environment is relaxed yet professional; a good sense of humor is required to fit within the culture.
- Collaborative – operate within a team culture.
- Competitive – has drive and wants to win/make the sale/bring in new customers
- Travel – Overnight travel, approx. 50% of the time (25 weeks/yr), and travel as job requires.

You possess meticulous work habits including close attention to detail, time management, people skills, problem-solving skills, exceptional organizational skills, ability to effectively communicate and present information verbally and in writing via Microsoft Office applications (mainly Outlook, Excel, Word, and PowerPoint), and experience using a CRM.

ABOUT YOU (WRONG PERSON):

- You're looking for a temporary job.
- You don't want to continue learning.
- You are easily offended.
- You don't own reliable transportation.
- You're nervous about a background check.
- You can't or won't pass a drug test.
- You have a driving record with more than a couple minor blemishes.
- You believe society owes you something.

MINIMUM QUALIFICATIONS: *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying.*

Education: High School diploma required. College degree in a related field desired.

Experience: Minimum five (5) years working in a supporting office role, Sales experience required, Marketing, and Customer Retention preferred.

BENEFITS:

- Heath / Dental / Life / LTD
- 401(k) Safe Harbor
- PTO
- Incentive Plan
- Fuel Allowance
- Mobile Phone Allowance
- Professional development assistance
- Airline / Hotel / Rental Car Points

IBS is an equal opportunity employer and affords equal opportunity to all employees for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state, or federal laws.