

## Commercial Business Developer Job Description

1. **Position description:** The primary objective of the **Commercial Business Developer** is to develop NEW business for the company. The **Commercial Business Developer** must be familiar with all aspects of commercial landscape maintenance and installations to include sales, production (building a TEAM), customer service, estimating, etc. The **Commercial Business Developer** oversees all interaction with the customer and keeps them informed as to all aspects of the maintenance process. The **Commercial Business Developer** makes the initial contact with the client, prepares, and presents the proposal documents, completes the sale, interfaces with company production and accounting personnel, and interfaces with subcontractors and vendors as required throughout the maintenance process. The **Commercial Business Developer** is also responsible to conduct walk-thrus with the client, resolve any issues discovered therein, follow through to ensure that all issues are resolved to the satisfaction of the client, and ensure all change orders / enhancements are billed properly.
2. **Reports to:** The **Commercial Business Developer** reports directly to the **General Manager/Owner** depending upon the specific structure of the company.
3. **Skill set and education requirements:** The **Commercial Business Developer** must possess the following skill set and educational background.
  - A. Minimum of three years of combined commercial landscape production and sales experience
  - B. An Associates degree (preferable in the Green Industry)
  - C. A valid driver's license and be insurable on company's insurance policy
  - D. Possess excellent written and oral communication skills
  - E. Proficient in MS Word and MS Excel
  - F. Possesses excellent computer skills
  - G. Proficient in typing and capable of typing 40 WPM with less than three mistakes
  - H. Able to make effective presentations to clients and sell \$1,000,000 to \$1,500,000 of commercial projects annually
  - I. Able to represent the company in a courteous and professional manner
4. **Responsibilities:**
  - A. Sells \$1,000,000 to \$1,500,000 of commercial projects annually
  - B. Builds and maintains a TEAM of production staff
  - C. Makes the initial contact with client and takes all required measurements
  - D. Ensures that vendor pricing is competitive and accurate
  - E. Prepares all bids
  - F. Reviews all bids with General Manager/Owner for accuracy and marketability
  - G. Presents all proposals / documents to client
  - H. Closes sale and coordinates job specifics with accounting personnel.
  - I. Coordinates job specifics with production personnel
  - J. Thoroughly understands and complies with company policies, procedures, and Standard Operating Procedures
  - K. Assists in the development and implementation of the company's strategic plan
  - L. Assists in the development, implementation, and achievement of company's annual budget goals
  - M. Assists in the development and implementation of company's new business development plan
  - N. Assists in the development and implementation of the company's training goals
  - O. Assists in the development and implementation of the company's marketing plan
  - P. Continuing education requirement minimum of 20 hours per year