



Director of Business Development Position

This could very well be **the** once in a lifetime opportunity you've been looking for - the chance to be the front person for an internationally acclaimed, highly successful, Landscape Architecture Design studio with a 33+ year history of award-winning design excellence!

We are passionate about what we do and consider ourselves stewards of the natural world, striving with each and every project to focus on excellence and beauty, to create innovative and timeless designs, to honor nature's natural splendor.

We're **Raymond Jungles, Inc.** - we're growing and expanding our influence - and we're seeking an energetic, creative, and savvy individual to join our Coconut Grove studio to be responsible for a broad spectrum of business development and marketing activities.

As Director of Business Development, you will be responsible for the coordination of prospective client proposals, public relations, market research, networking, special event planning, and assist with client presentations. You must be comfortable working in a fast-paced environment, meeting tight deadlines, have the ability to flexible, to work as part of a highly-energetic team, as well as to be able to work independently. This position requires skilled strategic thinking, a high level of motivation, and substantial experience in the field. You will be supporting the business development and marketing efforts of the entire firm, working collaboratively with firm leadership and will report directly to the Founding Principal and the Studio Director.

If this opportunity is the one for you and you would like to join us as Director of Business Development in our garden tree house environment, located in the historic district of Miami (one of the world's most beautiful and cleanest cities), then please submit your resume information as outlined at the end of the Position Responsibilities and Position Requirements information.

Position Responsibilities: Specific responsibilities and duties include, but are not be limited to:

- Seek/manage business opportunities for the firm with a focus on expanding our project typologies.
- Increase the Studio's recognition by utilizing strong networking skills to create opportunities and collaborations for Raymond Jungles, Inc.
- Maintain business development database for opportunities, leads, and follow-up actions.
- Spend time outside the firm making beneficial business development contacts.
- Maintain a high profile in professional and community organizations through strategic memberships in applicable industry-standard organizations.
- Determine business development objectives to help achieve firm-wide goals.
- Create/manage client satisfaction program.
- Research new clients and market trends, as directed by the Founding Principal.
- Assist in the development of marketing qualifications submittals, brochures, and project visuals.
- Lease the management of social media, press releases, and competition entries.

- Perform project-related market research for potential design and branding projects.
- Represent the firm at the highest level to clients, peer organizations, and business associates.
- Work with the Studio Director and Project Managers to develop client proposals for potential projects.
- Mentoring of marketing and technical staff on Business Development related issues.
- Keep all studio members apprised of marketing/BD activities through internal communication programs.
- Serves as the Founding Principal's client contact when appropriate.
- Other applicable duties and responsibilities that are appropriate to this very important position.

Position Requirements:

- Bachelor's degree.
- Candidate should have a minimum of seven (7) years related experience.
- Preference will be given to Candidates with specific Landscape Architecture firm experience.
- Previous experience in the A/E Industry (minimum of 5 years).
- Energetic, self-starter with ability to proactively engage with leaders and facilitate discussions.
- Ability to work in a fast-paced, team-oriented environment.
- Ability to quickly develop comprehensive knowledge of firm's practice, client, goals, policies, and procedures.
- Thorough understanding of A/E industry technology and procedures.
- Professional demeanor that enables interaction with the highest levels, inside and outside the studio.
- Excellent leadership/managerial and mentoring/teaching skills.
- Strong task management and organizational skills.
- Excellent command of Microsoft Office and Adobe Creative Suite software programs.
- Excellent command of current Social Media platforms.
- Track record of proactively creating and maintaining strong internal and external relationships with centers of influence, team members, and management.

Resumes and contact information should be submitted via email to:

Michele Harvey: michele@raymondjungles.com