



# Business Development

## Summary/Objective

Business Development is responsible for building the business by identifying and selling prospects.

## Essential Functions

1. Develop sales plan with COO for assigned territory.
2. Identifies business opportunities by identifying prospects and evaluating our position in the industry.
3. Sell services by establishing contact and developing relationships with prospects
4. Identifies product improvements or new services by remaining current on industry trends, market activities, and competitors.
5. Monitor project teams to ensure contracts are executed as agreed
6. Collaborates with department leaders monthly
7. Prepares monthly sales reports
8. Prepare and present presentations to prospective clients and internal executives
9. Maintain professional knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
10. Evaluate overall performance by gathering, analyzing, and interpreting data to ensure sales and productivity is at the highest level.

## Supervisory Responsibility

This position does not have supervisor responsibilities

## Work Environment

This job operates in a professional office environment and on job sites. This role routinely uses standard office equipment such as computers, multi-line telephone system, photocopiers, filing cabinets and fax machines.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk, talk, hear, stand; use hands to handle or feel; and reach with hands and arms.

## Position Type/Expected Hours of Work

This is a full-time exempt position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4 p.m.

## Travel

This position requires overnight travel. These requirements will vary. Extensive driving may be required.



# Business Development

## Required Education and Experience

1. High School diploma
2. 5 years of experience in landscape account management or sales.

## Preferred Education and Experience

1. Knowledge of MS Office Suite
2. Knowledge of CRM software

## Additional Eligibility Qualifications

1. Professional demeanor and appearance
2. Strong presentation and negotiation skills
3. Accomplished verbal and written communication skills
4. Ability to develop strong client relationships
5. Hands on approach to task management and customer interaction
6. Strong time management and organizational skills
7. Strong analytical skills, ability to meet critical deadlines with accuracy and attention to detail

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Signatures

This job description has been approved by all levels of management:

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Manager

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Human Resources

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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Employee

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Date