



DEVELOPMENT OFFICER

Job Title: Development Officer
Department: Business Development
FLSA Status: Non-Exempt
Revised: September 2021

Spectrum Management, LLC has been serving the Washington, DC metropolitan area for over 16 years and provides a comprehensive array of services that include construction management, facilities management and real estate development services.

Spectrum is currently seeking a Development Officer who will assist the Director of Business Development in actively pursuing and identifying new, value-added business and/or revenue generating opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works collaboratively with the leadership team to assist with achieving the organizational growth goals.
- Management of web/telephone and email based enquiries, allocating, where possible, to the relevant Business Development team member.
- Undertake desk based research to support the Business Development team in identifying new lead opportunities.
- Research, track, and deliver intelligence for new investment projects. Responsible for delivery of daily market activity report.
- Edit, transcribe, and draft solicitation documents and correspondence.
- Develop and maintain personal knowledge of priority sectors; market trends and routes to market for improved effectiveness within a sales support function.
- Support Business Development Team in general business development activity where necessary, for example preparing for and supporting events, investor visits and meetings etc.
- Support Business Development Team in account management activity, wherever necessary, for example attending meetings with the relevant team member, recording minutes etc.
- Develop and maintain a network of operational contacts that will support the work of the Business Development Team.
- Provide support in accurately maintaining portfolio and project information, assisting with solicitation proposals (including binding and assembling, data entry, and writing), site visits on behalf of the team, and assisting the Business Development Team with information management and written reports, as required.
- Provide sales support on behalf of Business Development Managers, for example handling small project enquiries, from enquiry through to successful conclusion.
- Adopt a co-operative and positive style of working with other Spectrum staff and with partner organizations
- Researches, identifies and pursues potential business opportunities that contribute directly to the Spectrum bottom line.
- Drafts, revises and submits proposals for consideration.
- Identifies, initiates and maintains points of contacts that are related to business opportunities.
- Assists with the management of client Development budgets.
- Assists with the documentation related to any business related acquisitions.
- Other duties as assigned

PHYSICAL DEMANDS

Tasks involve some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lb.); minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment. Tasks may involve extended periods of time at a keyboard.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Business Administration or related field required, Graduate degree preferred
- 5 years of relevant work experience
- 3-5 years of experience in business development,

COMPETENCIES

- Demonstrated problem solving skills, effective negotiation skills
- Strong analytical and organizational skills with attention to detail
- Exceptional interpersonal skills, exhibits a positive attitude and a professional demeanor
- Exceptional written and oral communication skills, a focused listener
- Exceptional presentation skills
- Advanced Microsoft Office Suite skills
- Ability to be diplomatic, resourceful and persuasive
- Ability to anticipate challenges and effectively resolve conflict by identifying opportunities
- Ability to work with creativity and flexibility in a fast paced environment
- Ability to work independently as well as collaboratively with internal and external stakeholders
- Ability to follow schedules and meet deadlines
- Ability to create new processes and demonstrate sound judgment

To Apply: Please fill out our online application or submit a cover letter and Resume to HR@smusa.us.

*Spectrum Management is an Equal Opportunity/Affirmative Action Employer.
Women and members of minority groups encouraged to apply.*