



## Position Profile

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**Role:** Business Development Manager

**Position Overview:**

The Business Development Manager at Compton Construction plays a crucial role in driving sales, building client relationships, and generating new business opportunities. This position focuses on identifying potential clients, managing leads, and growing the company's portfolio through effective outreach, strategic partnerships, and innovative marketing approaches.

As the leader of our preconstruction team, the Business Development Manager will oversee preconstruction activities managing a team of 2-3 staff and generating accurate and competitively priced bids for projects. This position requires a strategic thinker with a keen understanding of commercial construction processes and costs, excellent communication skills, and a passion for delivering exceptional results.

**Key Responsibilities**

**Lead Generation and Sales Development:**

- Identify and pursue new business opportunities by targeting potential clients in various industries.
- Cultivate and maintain relationships with key decision-makers to drive sales growth.
- Manage and qualify leads, following up on opportunities, and converting prospects into clients.
- Develop and execute sales strategies to meet revenue targets and company goals.
- Present company services and project capabilities to prospective clients in business development meetings.
- Leverage creative marketing strategies to increase brand awareness, attract potential clients, and differentiate Compton Construction from competitors.

**Client Relationship Management:**

- Build and maintain strong client relationships, providing superior customer service and ensuring an exceptional customer experience.
- Understand client needs and tailor proposals and services to meet their specific requirements.
- Serve as the primary point of contact for clients during the preconstruction and sales phases.

**Preconstruction Services & Collaboration:**

- Collaborate with the estimating team to provide input on budgeting, proposals, and project timelines for potential clients.
- Work closely with Operations, Accounting, and other departments to ensure a cohesive approach to new business opportunities.
- Assist in preparing project proposals, including scope of work, pricing, and timelines, ensuring alignment with client expectations.

**Creative Marketing & Outside-the-Box Thinking:**

- Develop and utilize creative thinking to promote Compton Construction's services in unique ways.
- Bring outside-the-box ideas to the table that differentiate Compton Construction from competitors in the industry.
- Contribute to marketing strategies and branding efforts, emphasizing creativity as a key differentiator.

**Proposal Development & Presentation:**

- Lead the preparation and presentation of conceptual estimates, proposals, and contracts to clients during the sales process.
- Develop value engineering alternatives and present options to clients to enhance the appeal and competitiveness of bids.

**Strategic Collaboration:**

- Work directly with the Director of Construction, General Manager, and CEO on identifying special projects, unique opportunities, and strategic bids.

**Industry Research & Networking:**

- Stay updated on industry trends, competitor activities, and market demands.
- Attend industry networking events, conferences, and other venues to expand the company's visibility and client base.

**Core Values:**

- Maintain a positive, solution-oriented attitude.
- Uphold Compton Construction's core values: Reliability, Fairness, Diligence, Adaptability, and Solution Focus.
- Embrace creativity and outside-the-box thinking.

**Qualifications:**

- Strong sales and business development experience in the construction or related industry.
- Excellent communication, negotiation, and presentation skills.
- Creative marketing skills and a proven ability to think outside the box.
- Ability to build rapport and establish long-term relationships with clients.
- Ability to collaborate effectively with internal teams and manage multiple priorities.
- Proven track record of achieving sales targets and driving business growth.
- Familiarity with the construction industry, budgeting, and preconstruction services.

**SKILLS/KNOWLEDGE:**

## Required

- 4-6 Years of commercial construction experience with strong knowledge of materials, methods, and industry trends
- Track record of project success with documented results in sales, estimating, or project management
- Valid driver's license with reliable transportation
- Demonstrated success managing and leading a team of at least 2-3 reports
- Evidence of career growth
- MS Office skills including Word, Excel, and Outlook

## Preferred

- 6-10+ Years of commercial construction experience
- Proficient in industry-standard estimating software
- Excellent communication and negotiation skills
- OSHA 10-hour Construction Safety and Health class completion
- 2-year associate degree

## Desired

- OSHA 30-hour Construction Safety and Health class completion
- 4-year bachelor's degree in construction management, engineering, or related field
- Auto CAD, SketchUp, Bluebeam, Adobe Experience
- Outside interests – hobbies, community involvement

**COMPANY OVERVIEW:**

Compton Construction is a leading commercial construction firm committed to delivering high-quality projects that exceed client expectations. Our company vision is to "Build Success Stories in Columbus." We place a unique emphasis on creative partnerships, community engagement and work-life balance.

With a strong presence in Columbus, Ohio, we specialize in a wide range of commercial construction projects, including office buildings, hospitality, retail and industrial spaces, and breweries and restaurants. As we continue to grow, we are seeking a dynamic and experienced Business Development Manager to lead our preconstruction team.

We take great pride in being an excellent place to work. Our modern office space includes ample natural light, art, plants, and modern finishes as well as spaces for collaboration and reflection. Our company leans heavily upon the EOS system of operational management outlined in the book Traction by Gino Wickman to drive our meetings, strategic planning, and accountability. Our team is open-minded, creative, and caring. We collaborate well and celebrate successes along the way.

**BENEFITS:**

- Competitive salary and quarterly performance-based bonuses
- Unlimited Paid Time Off (PTO) including vacation days, holidays, and personal days
- Comprehensive health plans
- Retirement plans with 401(k) contribution matching with immediate effect
- Life Insurance coverage for employees, with the option to purchase additional coverage
- Flexible work arrangements to support work-life balance
- Professional development opportunities
- Career advancement planning and goal setting
- Gas and transportation expense coverage
- Family-oriented benefits such as parental leave and flexible scheduling for employees with family responsibilities

**TO APPLY:**

If you are a results-driven professional with a passion for construction and a proven track record in sales, preconstruction management, or project management we invite you to apply for this exciting opportunity at Compton Construction. Join us in “Building Success Stories” for our clients and the Central Ohio community.

Please send your resume and cover letter to [jobs@comptonllc.com](mailto:jobs@comptonllc.com) with the subject line: "Application for Preconstruction Department - [Your Full Name]."\*

Compton Construction is an equal opportunity employer. We encourage individuals from all backgrounds to apply.