

## Job description:

# Business Development Coordinator

**Reports to:** Managing Director

**Based at:** Levitt Bernstein - London or Manchester studio

**Purpose:** To support the Practice, with business development and relationship building. Support to the bid team with drafting of bids, tenders and submissions.

### Key responsibilities

- Support directors in tracking existing relationships and identify new opportunities
- Research and record opportunities across all sectors and services. Track both public and private sector, development and regeneration programmes
- Identify opportunities for the Practice to expand its work in current sectors and move into new sectors
- Assist with developing relationships that are useful to the Practice and its business development activities
- Research networking opportunities
- Develop and manage the opportunities / business development database
- Assist with bid preparation and editing including:
  - Drafting new copy
  - Proofreading and editing copy
- Ensure all documents conform to the Practice's brand guidelines
- Bring ideas and suggestions to enhance the Practice's business development targets
- Follow up and coordinate leads from conference attendance
- Prepare business to business presentations
- Coordinate networking opportunities with Communications team.

### Skills

- Knowledge of the construction industry's procurement processes
- Experience of preparing bid documents and knowledge of bid processes
- Excellent verbal and written communication skills and attention to detail
- Proven ability to meet deadlines and work effectively with teams in a busy and sometimes high-pressured environment
- Proactive and creative approach
- Interest in and knowledge of the architecture sector and culture
- Knowledge of Adobe InDesign and/or Affinity Publisher advantageous, but not essential.

### Personal attributes

- Confident, ambitious, self-motivated and creative
- Capable of using own initiative and working independently to develop the role
- Ability to listen, and equally to promote own ideas and solutions
- Value-led and aware of social, moral and workplace responsibilities
- Outgoing, friendly and fair
- Conscientious and goal driven.