

Manager Business Development

BFW Construction Project Managers www.bfwgroup.net is a regional construction project management agency that works with building owners, institutions and construction management partners to build amazing structures that positively impact the community. BFW is seeking a Manager of Business Development to join our team. The BD Manager is responsible for overseeing the RFP and RFQ processes, writing proposals, and developing new Client relationships. The ideal candidate should have a proven track record in business development and/or proposal writing within the construction/architecture/engineering or real estate industries.

Key Responsibilities:

- Conduct research on RFPs and RFQs, and develop or leverage research platforms including AI.
- Successfully respond to RFPs and RFQs, ensuring all requirements and deadlines are met.
- Draft Successful responses to RFPs and RFQs.
- Assist Operations Manager with Newsletter and managing social media posts.
- Assist with maintaining BFWs mailing list of 15,000+ contacts.
- Attend pre-proposal meetings and network with other Teams and potential bidders.
- Actively participate in industry organizations such as WTS, CREW, ULI, BIA, GBCA, URA, PDC, BOMA, COAA, PA Housing Alliance, MD Affordable Housing Coalition and NAOIP.
- Lead BFW into State and Federal Government contracting.

Qualifications:

- Minimum of 2 years of experience in Business Development/Proposal Writing.
- Strong writing and communication skills.
- Excellent time and project management skills.
- Must adhere to our core values of **Honesty, Integrity, Teamwork, and Commitment.**

Benefits: Competitive salary, PTO, health care, 401K, life /disability insurance, education/training assistance

Contact: To apply please send resume to hr@bfwgroup.net. Make a successful referral and earn \$2000.00. **No phone calls please.**