



Job Description: Business Development Manager

Revision Date: 2020.12

Reporting Structure: Direct to VP of Sales and Marketing

Department: Sales

Direct Reports: No

COMPANY INFORMATION

PERFORMANCE SERVICES, INC.

Performance Services is a design-build engineering company headquartered in Indianapolis, IN that specializes in constructing and renovating schools, universities, and local government facilities to deliver optimal environments through both the Design-Build and Guaranteed Energy Savings procurement methods. Innovative solar and water systems are integral to our portfolio of services. The company has provided building solutions to customers since 1998 and is a leading qualified provider of guaranteed energy savings projects and ENERGY STAR labeled buildings. Markets served include Indiana, Illinois, Wisconsin, Texas, Missouri, Arkansas, Michigan, Kentucky, Florida, and North Carolina.

POSITION PURPOSE

Business Development Managers work to grow Performance Services by identifying business opportunities, strategically building relationships with customers, and winning business contracts. Business Development Managers provide a seamless process from the first meeting throughout the guaranteed period, providing sole accountability for all projects to customers.

DUTIES, TASKS AND RESPONSIBILITIES

Sales Planning and Execution

- Builds sufficient pipeline to meet or exceed annual sales goals
- Develops and uses strategies and pre-call plans to maximize sales call effectiveness
- Qualifies early and disengages from deals that aren't a fit for PSI or customer
- Cultivates relationships to win new business and expand existing accounts
- Orchestrates the appropriate PSI & customer resources to take control of the deal

Sales Knowledge

- Tailors the sales message to resonate across multiple buying audiences
- Conveys industry & technical expertise with decision makers and influencers
- Educates customers on ways to improve their business ("Commercial Teaching")
- Designs strategic and creative business solutions in collaboration with the team
- Teaches for differentiation to justify PSI methodologies and to handle objections

Customer Interaction

- Generates an emotional attachment to PSI's value with decision makers & influencers
- Uses insightful discovery questions to identify and influence business needs
- Challenges customer's conventional thinking to create new opportunities
- Crafts business justifications that address financial responsibilities to the community
- Creates compelling events & navigates customer through a committee buying process



BEHAVIORAL COMPETENCIES

Core Competencies

- **Integrity** – Act with integrity; truthfulness, fairness and honesty.
- **Continuous Learning** – Is a continuous learner focused on constant improvement; embraces new technologies.
- **Exceed Expectations** – Work hard to exceed customer expectations.
- **Compassion** – Conduct oneself as a steward-of PSI, supporting its growth & ability to help those in need.
- **Accountability** – Take responsibility for one’s actions and decisions.

Position-specific Competencies

- **Results Oriented** – Puts direction on achieving results which are aligned with the larger picture of the organization and its strategic goals. Demonstrates assertiveness in achieving personal and team goals.
- **Initiative** – Stays focused on results and objectives, despite environmental and organizational changes. Exhibits executive polish when presenting with decision makers and influencers.
- **Decision Making** – Makes decisions that are practical, timely, and aligned with the beliefs and values of the company. Decisions are action-oriented and collaborative.
- **Results Driven** – Possesses the confidence to purposely drive toward results while constantly problem-solving and engaging the commitment of others. Fosters win-win relationships through collaboration and consensus building.
- **Communication** – Collaborates in a way that is goal oriented, yet motivates and engages others in an enthusiastic way. Puts emphasis on building rapport and relationships with individuals and groups in a persuasive and poise communication style. Earns trust by keeping promises and living up to commitments.
- **Adaptability** – Recognizing and adapting to changing conditions. Achieves balance between working independently and being a good teammate.

WORKING CONDITIONS

- Office functions will primarily be performed at PSI’s main business office or local branch.
- Some overnight travel will be required.
- Travel encompasses 20%-40% of the position.

MINIMUM QUALIFICATIONS

Education/Experience

- Bachelor’s Degree required.
- 5+ years of experience with working on project teams required.
- 3+ years of experience with leading project teams required.
- 3+ years of executive level sales experience required.
- 5+ years of business development experience preferred.
- Experience in working with K-12 school corporations, municipalities and/or higher education preferred.

*Performance Services, Inc. is an EEO employer that values integrity and workplace diversity.
All qualified applicants are encouraged to apply.*



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. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Travel requirements include the ability to travel via airplane and drive an automobile up to 30,000 miles/year.

This job description in no way states or implies that these are the only activities to be performed by the individual occupying this position. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.