



## Business Development Coordinator

2+ years of experience

As the Business Development Coordinator, you will provide essential internal sales support to leadership while effectively managing the Norris Design CRM. This role is crucial for aligning business pursuits with company goals and driving growth strategies effectively.

### What do we have to offer?

You'll be surrounded by strategic designers and creative people who love what they do and are forging their own career paths. You'll work with Norris Design team members across the nation who are all pursuing a broad variety of work in diverse sectors and interacting with our consultant teams on pursuits of every type and size. We believe it is our people that make our places so impactful. You'll have access to great technology, skill sets and creativity that knows no boundaries! And you'll be mentored, no matter how much experience you have — we foster partnerships built on respect, trust and a culture of collaboration that leads to better design. Our culture empowers people to jump in, advocate for progress and celebrate a diversity of ideas to bring our clients' visions to life.

### Our Baseline

- Schedule strategic planning sessions with Senior Leadership to build priority relationships on a bi-monthly basis.
- Collaborate with Senior Leadership on lead generation and follow up to ensure client needs are met and expectations exceeded.
- Enter all client data and project details accurately into the CRM system for efficient management.
- Maintain an up-to-date CRM database with all leads and interactions for optimal engagement and follow-up.
- Cultivate connections and relationships among Senior Leadership to enhance collaboration and drive organizational success.
- Coordinate lead follow-up with clients through email, phone communication, and appointment scheduling for enhanced engagement.
- Collaborate with Marketing to enhance communication and effectively convey marketing messages to clients.
- Develop a robust pipeline of potential customers by identifying and pursuing outbound leads and opportunities.
- Cultivate and sustain partnerships with general contractors, architects, home builders, developers, and municipal entities for mutual growth.
- Monitor and analyze metrics and market trends for comprehensive quarterly and annual reporting.
- Assist business development leadership by delivering essential support in executing strategic business development initiatives.
- Participate in weekly and monthly one-on-one and team forecast reviews, meetings, and training sessions to ensure ongoing improvement and best practice sharing.
- Assist with closing the deal through detailed qualification emails/calls and notes that identify key areas of opportunities.

### Qualifications

- Bachelor's degree, preferably in marketing or related field.
- 2+ years in business development, sales, or client relations (A/E/C industry preferred).
- High degree of motivation, with a driving sense of responsibility, accountability, and responsiveness.
- Displays outstanding communication and interpersonal abilities, fostering effective collaboration and strong professional relationships.
- Demonstrates exceptional attention to detail in writing, copy editing, research, and data management.



- Expertise in multiple CRM platforms, including HubSpot, alongside comprehensive knowledge of the Microsoft Office suite.
- Adaptability and readiness to work varied hours are essential for meeting the responsibilities of this role.
- Existing network with strong connections within the architecture, engineering, and construction sectors preferred but not required.

Full time team members are eligible for Medical, Dental, Vision, Supplementary Insurance and Dependent Care FSA and Healthcare FSA. A portion of the Medical and Dental premiums are paid for by Norris Design. Norris Design provides an employer paid Basic Life Insurance and Long-Term Disability Insurance as well as a 4% company match to our 401k plan. Team members that become new parents while employed by Norris Design also receive 6 weeks of paid family leave. Team members receives 8 paid company holidays per year and an accrual based PTO program starting at 15 days per calendar year. Plus year-round half day Fridays! The salary range for this position is \$70,000 to \$80,000.

### Sound Interesting?

If you're intrigued, send us a cover letter, resume, three (3) professional references, three (3) examples of InDesign work (you created independently), and (3) writing samples to [jobinfo@norris-design.com](mailto:jobinfo@norris-design.com). Please include your name, years of experience and the position you are applying for in the subject line of the email.

**No phone calls please.**