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# Example of Business Development Specialist Job Description

Our company is growing rapidly and is looking for a business development specialist. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business development specialist

* Sets appointments for clients and potential clients for property tours
* Gathers market data for the hotels and/or accounts
* Prepares a weekly production report
* Identify and help secure relevant consulting help for bid pursuits
* Work on RFQ, RFP and Closing stages of assigned pursuits
* Support other pursuits of peers as needed
* Assisting the Proposal team with the preparation and production of proposals responses
* Organizing meetings and coordinating all requirements for the bid
* Managing project fact sheets and other proposal material
* Responsible for Product Mappings

## Qualifications for business development specialist

* BS Construction Management, engineering or related degree
* 5 to 10 years of experience in the engineering/construction field with a majority spent in a business development capacity
* Prior experience with a General Contractor/Construction Management firm
* 5 years experience in military / DOD sector desirable
* Proficiency using electronic spreadsheet, database, word processing and graphical presentation software
* Minimum 2 years Door and Hardware Product Knowledge required (Industry knowledge will accelerate the learning curve)