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# Example of District Business Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of district business manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for district business manager

* Call upon customers
* Provide timely and accurate reports on business opportunities and customer activities
* Conduct debrief meetings with clients, supply chain, project management and executives, determining causes for both missed and won work to formulate lessons learned and best practices
* Keep executive management informed of conditions, activities, and trends including customer or prospect changes, technical developments, market dynamics and competitive strategies
* Develop and maintain leadership roles in the infrastructure and construction marketplace
* Works with the district and office leadership to coordinate and assist in the preparation of annual business plan and budgeting process (and quarterly updates) and plays active role in the evaluation and implementation of strategic initiatives
* Works directly with Project Managers on higher level complex projects and escalation issues
* Provides leadership in developing best business practices in all functional areas within the district offices and monitors compliance with policies and procedures
* Works with Offices to provide training in various areas of project management administration and operations management
* Uncovering the personal banking needs of both small business and individual customers

## Qualifications for district business manager

* Must live within a commutable of Boston/Cambridge area
* Develop and maintain a robust pipeline of opportunities
* Lead contract negotiations with supply chain partners and customers with support from commercial & legal teams
* Co-ordinate internal resources to meet challenging customer deadlines
* Demonstrable business development experience in a relevant sector
* Commercial acumen with experience of closing contracts