

Position Title:	Director of Business Development	Hours:	Flexible
Reports to:	Managing Partner	Pay:	Expenses & Incentive Bonus
Location:	430 N. Michigan Avenue, Chicago, Illinois	Travel:	80% local

Job Summary

INBALANCE, LLC is a management consulting and professional service organization headquartered in downtown Chicago. We provide a broad range of facility related services, with core knowledge and performance delivery capability in Facility Energy Cost Reduction, Building System Optimization, Project Management, LEED and Alternative Energy Solutions.

This will be a 6 month assignment with the possibility of extension to a full time permanent role, based on performance and workload. The position of Director of Business Development is one that will have a broad range of responsibilities within the INBALANCE business operation, and will require an individual who is an outgoing self starter with an entrepreneurial mind set, good communication and computer skills, and a team player. **With a limited office staff, the Director of Business Development will take the lead in every aspect of the business development process, including development of target clients, Go/ No Go evaluation, following leads, establishing meetings, preparing presentations and closing business.**

Essential Job Functions, Duties and Responsibilities

The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required.

Operational Effectiveness

- Company Marketing, Public Relations, Proposals and Presentations
 - Lead in business development and maintain a leads list
 - Support in the development of marketing plan and budget
 - Utilize and supplement company database of client and partner contacts
 - Research prospective target clients and associated business opportunities
 - Leverage existing professional relationships to obtain business opportunities
 - Cold call and set up appointments and speaking engagements for Partners
 - Lead in the development of branded materials and presentations, including Corporate PowerPoint templates, Proposal cover sheets, etc.
 - Attend industry networking events
 - **Close Business in line with corporate objectives**
- To become knowledgeable of company core business functions: Facility Energy Cost Reduction, Building System Optimization, Project Management, LEED and Alternative Energy Solutions, thru internal training & research, and apply standards in daily operations

People, Leadership and Organization

- To deliver personal and team performance objectives
- To identify and undertake personal development plan
- To enhance team performance and communication





Standard Position Description

- To apply appropriate behaviors and actions that reflect the Vision and Values of INBALANCE:
 - Total transparency on all commercial matters, with an open book policy, ensuring excellent communication, accurate reporting and cost control for our clients
 - Comprehensive and objective evaluation of services and products that create a best fit and best value solution for our clients
 - Alignment on expected performance objectives, e.g. cost, roi, speed, quality, safety, minimization of site disruption, etc.
 - Pursue opportunities only when we are certain that we will add significant value to our clients
 - Incentivization based on performance objectives

TECHNICAL COMPETENCIES REQUIRED FOR THIS JOB:

- Strong communication and selling skills.
- Computer skills using Microsoft Office: Word, PowerPoint, Access, Excel

Working Conditions

Standard Office Environment	10	% of time
Local Travel Required	80	% of time

To apply, email your resume to info@inbalancebuildings.com



The cleanest, cheapest kilowatt hour is the one not needed.