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| <b>JOB TITLE</b>      | <b>Director, Business Development &amp; Marketing</b> |
| <b>REPORTS TO</b>     | EVP   |
| <b>Work Location:</b> | Preferred: CA, AZ or TX                               |

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| <b>SUMMARY (role)</b>  |
| The Business Development Director will work to support the generation, management, and conversion of a sustainable pipeline of utility work that reflects the current and anticipated Business Plan. This is achieved through conducting research, intelligence gathering, the interpretation and communication of data and the preparation and implementation of KPIs and appropriate action plans. |

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| <b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>   |
| <ul style="list-style-type: none"> <li>• Work with the EVP to win and retain contracts to grow the work done by the Company in the Electric Transmission and Distribution sectors;</li> <li>• Supports in the implementation and development of a work winning strategy and pipeline to grow the utility business in line with the business plan;</li> <li>• Reviews current utility market trends and proposes new business ideas to improve revenue growth;</li> <li>• Monitors relationships with existing customers through CRM systems;</li> <li>• Utilizes technology and analytics to forecast and guide decision making in the business;</li> <li>• Captures key performance indicators (KPIs) and converts to useful measurable metrics that can be reported in charts and dashboards;</li> <li>• Compiles and presents reports to the executive team, clients and internal teams as required;</li> <li>• Manages the project tracking / reporting procedures and methods to proactively monitor and report business development program status;</li> <li>• Collaborates with Corporate &amp; Legal on contract language interpretation and customer expectations;</li> <li>• Identifies and collaborates on the implementation of continuous improvement practices;</li> <li>• Prepares and submits business development data and reports in support of project / program reporting;</li> <li>• Where appropriate assists in the preparation of pre-qualification and tender documentation;</li> <li>• Provides assistance to support operational delivery and growth;</li> <li>• Perform other related duties as required.</li> </ul> |

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| <b>JOB REQUIREMENTS</b> <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</i>  |
| <ul style="list-style-type: none"> <li>• Aware of the trends in the utility marketplace and seeks to deepen knowledge of industry issues and drivers;</li> <li>• Solid experience with utility Customer Relationship Systems and KPI metrics;</li> <li>• Ability to identify new opportunities and proactively address customer concerns;</li> <li>• Strong understanding of business development and financial aspects of business transactions;</li> <li>• Well organized, quick learner and able to operate in a fast-paced environment;</li> <li>• Excellent leadership and interpersonal skills;</li> <li>• Proven written and verbal communication skills with the ability to engage internal/external stakeholders and clients;</li> <li>• Strong analytical and problem-solving skills;</li> <li>• Seeks continuous improvement for their area of responsibility;</li> <li>• Ability to adapt, be flexible, creative, proactive, and innovative;</li> <li>• Ability to view obstacles as opportunities and deliver result in a dynamic &amp; growth-oriented business.</li> </ul> |

**EDUCATION, EXPERIENCE and/or CREDENTIALS** *The requirements listed are representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required.*

- Minimum 5 years' directly related business development experience;
- 3 years of experience in the Utility, Transmission and Distribution sector **required**;
- Related Degree (or equivalent experience) focused on business, operations management, including, reporting, and forecasting;
- Proficiency with computer applications, including Microsoft Office suite, and Computer based scheduling and tracking;
- Prior experience in a construction, engineering and/or utility environment;
- Valid driver's license required;
- Ability to travel required.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work to be conducted in a typical office environment up to 50% of the time
- Work to be conducted in the field on work/project sites up to 50% of the time
- Dynamic work environment that fluctuates from regular to high pace;
- Regular travel will be required;