

**Title: Business Development Manager****Term: Permanent, Full-Time****Location: Phoenix, AZ (Location is flexible)****ROKSTAD STRATEGIC INTENT**

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

**SUMMARY**

The Business Development Manager will report to the Senior VP, Growth & Strategic Partnerships and will work to support in the generation, management, and conversion of a sustainable pipeline of 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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works with the Senior VP, Growth & Strategic Partnerships to win and retain contracts to grow the work done by Rokstad in the Transmission and Distribution sectors;
- Supports in the implementation and development of a work winning strategy and pipeline to grow the business in line with the business plan;
- Reviews current market trends and proposes new business ideas to improve revenue growth;
- Manages the Company's CRM database;
- Monitors relationships with existing customers through CRM systems;
- Utilizes technology and analytics to forecast and guide decision making in the business;
- Identifies market intelligence and how competitors are operating;
- Captures key performance indicators (KPIs) and converts to useful measurable metrics that can be reported in charts and dashboards;
- Compiles and presents reports to the executive team, clients and internal teams as required;
- Manages the project tracking / reporting procedures and methods to proactively monitor and report business development program status;
- Collaborates with Corporate & Legal Affairs on contract language interpretation and customer expectations;
- Identifies and collaborates on the implementation of continuous improvement practices;
- Prepares and submits business development data and reports in support of project / program reporting;
- Supports strategies / priorities as requested by the Senior VP, Growth & Strategic Partnerships;
- Where appropriate assists in the preparation of pre-qualification and tender documentation;
- Provides assistance to support operational delivery and growth;
- Perform other related duties as required.

**JOB REQUIREMENTS**

- Commercial/business acumen;
- Aware of the trends in the marketplace and seeks to deepen knowledge of industry issues and drivers;
- Solid experience with Customer Relationship Systems and KPI metrics;
- Ability to identify new opportunities and proactively address customer concerns;
- Strong understanding of business development and financial aspects of business transactions;
- Well organized, quick learner and able to operate in a fast paced environment;

- Enthusiastic and self-motivated;
- Excellent leadership and interpersonal skills;
- Proven written and verbal communication skills with the ability to engage internal/external stakeholders and clients;
- Strong analytical and problem solving skills;
- Seeks continuous improvement for their area of responsibility;
- Ability to adapt, be flexible, creative, proactive and innovative;
- Ability to view obstacles as opportunities and deliver result in a dynamic & growth oriented business.

#### **EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Minimum 5 years' directly related business development experience;
- Related Degree (or equivalent experience) focused on business, operations management, including, reporting, and forecasting;
- Experience in the Gas & Electric sector is required;
- Proficiency with computer applications, including Microsoft Office suite, and Computer based scheduling and tracking;
- Technical expertise with CRM and analytical systems;
- MS Office Suite of Programs;; MS Project an asset;
- Previous work experience in the Transmission and Distribution industry an asset;
- Prior experience in a construction, engineering and/or utility environment;
- Valid driver's license required;
- Ability to travel required.

#### **CORPORATE COMPLIANCE RESPONSIBILITIES**

##### **We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

##### **We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

##### **We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

**We take pride in what we do – how we show up is important.**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

**We stand among the very best – doing it right makes our reputation even stronger.**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say –One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.
- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

**We respect our position in the broader community – act in accordance with our culture and values.**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**HOW TO APPLY**

If you are looking for an exciting career with a fast-growing progressive company, please email your resume to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.