

008\_DKA Business Development Manager Job Advert  
25<sup>th</sup> April 2017

Contract Type:	Full-Time PAYE
Salary:	£30K (initial assistant role £26K)
Probationary Period:	6 months
Location:	Camden Town
Advertised from:	25 <sup>th</sup> April 2017
Applications by:	2 <sup>nd</sup> June 2017
Interviews:	June 2017
Start date:	As soon as possible

### Practice Vision

DKA aims to be one of the UK's leading small/medium practices delivering bespoke building projects across arts, education, workspace and residential sectors both in the UK and internationally. The practice aims to be at the forefront of contemporary debate on the design of the public interior, the contribution of architecture to the city and the relationship of architectural language to contemporary society.

### Role

The Business Development Manager supports the practice Management Team in developing new business leads, achieving sales, delivering marketing and promoting the practice through effective PR in order to achieve the business's sales targets. The post is a full-time managerial role. However, for the right candidate there is the opportunity to act as a Business Development Assistant for six months reporting to the Office Manager with reduced duties to be negotiated.

### Duties

- **Strategy:** Support the management team in developing an overall new business strategy and overseeing its successful delivery. Set monthly recurring revenue sales targets in consultation with the Management Team for two financial years ahead;
- **Analysis:** Receive feedback and analyse why bids are more or less successful, advising the management team on improvements and feeding back into the overall strategy;
- **Sales Pipelines:** Maintain sales pipelines in Prosperworks software, updating all leads weekly to be reviewed by the management team on Mondays. Assist the Management Team by updating quarterly targets for ideas and leads. Carry out activities in order to move sales along the pipeline;
- **Networking:** Attend events on behalf of the practice, as and when necessary including in the evenings. Connect with potential clients and collaborators and follow up contacts by email, phone and in person meetings, presenting the practice portfolio and discussing needs and DKA services as relevant. Involve management team in closing sales at the appropriate time;
- **Sales Research:** Propose and carry out research into potential opportunities, presenting findings to management team on a regular basis;
- **Marketing Material:** Maintain DKA marketing brochures up-to-date and assist in initiatives such as publications, exhibitions, articles, lectures etc;
- **CRM:** Ensuring customer contact details are up-to-date and all lists eg mailing are current too;
- **Press:** Liaise with external publicity agents as and when necessary and report to the Office Manager and management team on press strategies and progress;
- **Website:** Maintain website with monthly news bulletins, adding projects and research items as and when necessary;
- **Social Media:** Maintain all DKA social media accounts including LinkedIn, Twitter and Instagram accounts and quarterly email newsletters through Campaignmonitor.

### **Skills and Competencies**

- **Ambitious:** Desire to close deals, secure fees and drive the business forward;
- **Outgoing:** Preparedness to be out at events, meeting new people, promoting the business and following up in a timely manner;
- **Persistent:** Follow-up initial enquiries to build relationships with potential customers, overcoming knock-backs and other hurdles;
- **Persuasive:** Be able to ascertain customers' specific needs and tailor responses accordingly. Be sensitive to issues such as cost, delivery, competition, exclusivity and market when persuading potential customers.
- **Prepared:** Do background research in preparation of all meetings and bids and be ready to demonstrate specific knowledge of the sale and DKA's relevant expertise;
- **Attentive to detail:** Follow office processes for tracking sales methodically. Have an eye for graphic content of all press and marketing material.

### **How to Apply**

Applications should be made simultaneously in hard copy and by email and include the following:

- A cover letter explaining how you meet the criteria for the post, and why you want to work for DKA;
- CV detailing previous experience and qualifications;
- Post or hand deliver hard copy to: Alice Dell'Orco, David Kohn Architects, Bedford House, 125-133 Camden High Street, London NW1 7JR. Mark as 'Business Development Manager';
- Email a single PDF no bigger than 3MB to Alice Dell'Orco at [recruitment@davidkohn.co.uk](mailto:recruitment@davidkohn.co.uk). Mark the subject line to the email 'Business Development Manager';
- Address queries to Alice Dell'Orco by email: [recruitment@davidkohn.co.uk](mailto:recruitment@davidkohn.co.uk);
- We will only be able to enter into correspondence with shortlisted candidates;
- David Kohn Architects is an Equal Opportunities Employer.