

Job Posting: 2021

Business Development Associate

James Lima Planning + Development (JLP+D) is seeking an entrepreneurial and creative Business Development Associate for our growing real estate, economics, and public policy consulting practice.

This position can be **part time** or **full time**. The start date is **immediate**.

Who We Are:

JLP+D makes the aspirational attainable. Specializing in the economics of placemaking™, we are an industry leader in urban strategy consulting. We envision, develop, and implement transformative initiatives to create more vibrant, equitable and resilient places for all. For public, private, and non-profit clients, our diverse expertise helps identify and generate untapped market demand, unlock a location's unique potential to better attract talent and investment, and devise the governance and financing mechanisms to capture the value created, with an aim to maximize public benefits for communities.

Since 2011, JLP+D has guided and advised on high-impact place-based initiatives across North America, ranging from individual buildings and public spaces to district-scale, citywide, and regional strategies. At the foundation of our approach is the ability to see and demonstrate value in innovation; align the interests of communities, governments, institutions, developers, and businesses; and structure public-private partnerships to drive positive change, improve quality of life, create good jobs, enhance equity, and strengthen places' competitiveness.

JLP+D is a group of insightful, detail-oriented, and collaborative experts. With passion, knowledge, and experience spanning a range of fields, our team combines strong technical and analytical rigor with a uniquely personable process to find unconventional and effective solutions to pressing issues related to economic opportunities, resilience, and equity.

Visit our website: www.jameslimadevelopment.com

LinkedIn: <https://www.linkedin.com/company/james-lima-planning-development>

Instagram: <https://www.instagram.com/jameslimadevelopment/>

What You Will Be Working On:

Business development and marketing are core functions that drive JLP+D's growth. Currently, we are working on multiple projects across the country and constantly pursuing new opportunities. As the Business Development Associate, you will be working closely and collaboratively with the company leadership and project managers to identify business opportunities and develop strategies, and taking the lead and acting independently to implement our various business development initiatives. Specific tasks for this position include:

- Taking actions to execute new business initiatives, including initiating internal and external meetings, facilitating strategy workshops, developing draft scope proposals, and maintaining the business development pipeline.
- Managing the search, evaluation, strategy, and response to Requests for Proposals (RFPs).
- Managing the company's internal database of collaborators and clients and developing regular outreach strategies.
- Managing the company's website, social media, and newsletter content, as well as other marketing materials and internal databases.
- Advising on thought leadership, speaking engagement, and conference-related strategies.
- Researching new markets, clients, collaborators, and competitors; sharing findings with the team.
- Identifying strategic and high-value opportunities to grow the business.
- Bringing your own unique perspectives, ideas, and resources to the team and pursuing opportunities that are of interest to you!

We Provide Opportunities for Your Growth:

We provide professional training and invest in your growth, depending on your goals and needs. We have an overall culture of supporting career advancement within the organization.

What We Are Looking For:

We look for the following traits when getting to know you:

- Organizational skills - the ability to manage a large number of databases and complex workflows.
- Initiative - an action-oriented mind set, with the capability to take the lead of all tasks and act as a self-starter.
- Communications and interpersonal skills - the ability to be the company's brand ambassador and form collaborative and productive relationships with team members, collaborators, and clients.

- Intellectual curiosity - the ability to think critically, ask questions, and find solutions.
- Creativity - the ability to think outside the box to achieve the company's goals and objectives and inspire the rest of the team to do so as well.
- Technical skills, including:
 - Strong writing and graphic skills.
 - Software skills: InDesign (Intermediate to Advanced), Excel (Intermediate to Advanced), other Adobe CS (a plus!).
- Knowledge and experience - Academic and/or professional background in urban planning, public policy, real estate development, economic development, or related fields. Experience in marketing and communications is a strong plus.

If what we do interests you, and if you think you qualify based on the descriptions above, please send the following documents as email attachments to **info@jameslimadevelopment.com** with "Business Development Application - Full Name" in the subject line:

- Required: Your resume
- Required: A cover letter
- Required: A series of work samples showcasing your business development, writing, and/or InDesign skills

Only full applications with email attachments will be considered.

Applications without work samples will not be reviewed.

We are looking to fill this position quickly and will notify shortlisted candidates for next steps. We look forward to getting to know you!